

Council Tax

Carer Disregard Application Form - Category B Carers

Billing number: (please see the front of your Council Tax bill)	
Name of tax payer(s):	
Address of tax payer(s):	
Contact telephone number:	
Email address:	

Please list all people, aged 18 years or over, living in the property:

Name of resident	Is this a person providing care?	Is this a person being cared for?	Relationship to the person receiving care	Date carer started providing care
1	Yes No	Yes No		
2	Yes No	Yes No		
3	Yes No	Yes No		
4	Yes No	Yes No		
5	Yes No	Yes No		
6	Yes No	Yes No		

Does each carer provide care for at least 35 hours in an average week?	Yes	No
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Which of the benefits listed overleaf is the person receiving care entitled to claim? Please give letter code(s) and ensure you send proof of entitlement with this application	
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The information given on this form is correct to the best of my knowledge and belief:

Signed: _____ Date: _____

Full name: _____

When you have completed this form, please send it to the Local Taxation Section at the address shown overleaf. Don't forget to enclose proof of entitlement to one of the qualifying benefits.

Qualifying Benefits for purposes of Council Tax Carer (Category B) Disregard

The person receiving care must be entitled to one of the following benefits:

Letter Code	Benefit
A	<p>Higher rate attendance allowance Awarded under the provisions of section 65 of the Social Security and Benefits Act 1992.</p>
B	<p>Highest and middle rate of the care component of a disability living allowance Awarded under the provisions of section 72(4)a of the Social Security and Benefits Act 1992.</p>
C	<p>Increase in the rate of disablement pension Increased, under the provisions of section 104 of the Social Security and Benefits Act 1992, by an amount which is the highest amount determined in accordance with paragraph (a) of regulation 19 of the Social Security (General Benefit) Regulations 1982 or, in case to which paragraph (b) of that regulation applies, the amount determined in accordance with that paragraph.</p>
D	<p>Increase in a constant attendance allowance Increased under the provisions of article 14 of the Personal Injuries (Civilians) Scheme 1983, or under article 14(1) (b) of the Naval, Military and Air Forces etc. (Disablement and Death) Service Pensions Order 1983.</p>
E	<p>The daily living component of personal independence payment The standard or enhanced rate of the daily living component of personal independence payment under section 78(3) of the Welfare Reform Act 2012.</p>

Privacy Notice – Council Tax

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide. You can contact the Council by phone on 01252 398912, via email to localtax@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to administer and change the details of your council tax account. The law allows us to use your personal information in this way as carrying out responsibilities under the Local Government Finance Act 1992 is one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Benefits, Planning, Business rates, Housing, Environmental Health and Corporate Investigations in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the council's Bailiffs, Magistrates Court, Hampshire County Council, Department of Work and Pensions, HMRC and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We make sure we do not keep your details for any longer than is necessary and when we no longer have a need to keep your details, we will delete or destroy your details securely. For further information on our policy for retaining personal information, see our retention guidelines.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under the Local Government Finance Act 1992. If you are asked to provide us with information and fail to do so, or you knowingly provide inaccurate information, then you are committing an offence under this act.

The penalty for this offence is £70.00. If you continue to fail to provide the information then we may charge you an additional £280.00.