



# Council Tax Reduction Declaration

Housing Benefit Claim Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Council Tax-payer(s) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Council Tax Reference (*off your bill*) \_\_\_\_\_

## Request for Backdating

If you want us to consider paying Council Tax Reduction from a date before your formal application, you must tell us when you would like the award to begin (up to a maximum period of 1 month for working age and 3 months for claimants who have reached the qualifying age for Pension Credits). We require to see documentary evidence to support the reasons why you did not claim sooner.

Please state the date you want to claim from and clearly state the reasons why you did not claim sooner. Please remember to include any supporting evidence. Please write overleaf if necessary.

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## Declaration

- *I wish to apply for a reduction in my Council Tax under the above scheme.*
- *I understand that Perth & Kinross Council will use the information provided to any Department for Work & Pensions' agency in order to establish any entitlement to Council Tax Reduction.*
- *Therefore, I declare that the information provided to the Department for Work & Pensions is accurate. If I have failed to disclose information, now or in the future, to the Department for Work & Pensions agency, or Perth & Kinross Council, you can take action against me. This could include Court action.*
- *I give my explicit permission for all of this information to be checked against any other data held within any department of the Council and/or Government organisations.*
- *I understand that Perth & Kinross Council may review my application for Council Tax Reduction at any time.*

The information provided by you will be used by Perth & Kinross Council to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. The information may be shared with other bodies responsible for auditing or administering public funds for these purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or telephone 01738 477933.

(continued overleaf)

I know I must advise the Council in writing about any change in my circumstances declared previously to the Department for Work & Pensions and/or Perth & Kinross Council, within one month of the change. I understand that I am responsible for telling the Benefits Section of the Council of any changes and I will not rely on any other Department or Government Agency to tell you.

Signature (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Partner) \_\_\_\_\_ Date \_\_\_\_\_

After completion please return to:

Benefits Section, Housing & Community Care, Perth & Kinross Council, Pullar House,  
35 Kinnoull Street, PERTH, PH1 5GD

## FOR OFFICE USE ONLY

<b>First Contact Date</b>	<b>Contact Type</b>
<b>Date of Issue</b>	<b>Issued By</b>

### How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. The information may be shared with other bodies responsible for auditing or administering public funds for these purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

*For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or telephone 01738 477933.*

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)

(PKC Design Team - 2016624)