

# Application for Council Tax Reduction



Name and address of the person claiming or applying:

Reference number:

## For office use only

Issue date:

Date received:

**Revenues and Benefits Office, Business Hub 16, Marischal College,  
Broad Street, Aberdeen, AB10 1AB**

Phone: 03000 200 292 (visit the Contact Us page on our website for up to date opening hours).

Email: [benefits@aberdeencity.gov.uk](mailto:benefits@aberdeencity.gov.uk)

## How to fill in this form

- Please fill in this form using black ink. There are notes to help you on the next two pages.
- Please answer all the questions on the form. If they do not apply to you, write '**None**' in the box provided. If you do not fill in the form properly, it will take us longer to deal with your application.
- We may ask for information and proof to support your application. You must send us original documents. We cannot accept photocopies. If you cannot provide **any** information or proof, please let us know **straight away**.
- You can give your form and proof to a member of staff in our Revenues and Benefits department at any of our offices.
- We can then copy and return your original proof to you while you are there.
- You **must** return this form straight away, even if you do not have all the information we have asked for. If you do not, you may lose any reduction that you are entitled to.

Restrictions are in place in our offices due to Covid-19. Please either return your complete form by post to

Revenues and Benefits  
Freepost RSSB-GCGE-BECJ  
Business Hub 16  
Aberdeen City Council  
Marischal College  
Broad Street  
Aberdeen AB10 1AB

Or scan and email it to [benefits@aberdeencity.gov.uk](mailto:benefits@aberdeencity.gov.uk). Please make sure you include every page even if these do not apply to your individual circumstances.

For up to date information on the opening hours of our offices please visit [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk). Please only visit our offices if you have an appointment or emergency request.

## **Personal details**

'Partner' means someone of the same or opposite sex that you live with as a couple. You may be married or in a civil partnership, or living together as if you are husband and wife or as if you are civil partners. (A civil partnership is a formal arrangement that gives same-sex couples the same legal status as a married couple.)

### **'Your nationality'**

You must answer these questions on page 5, otherwise we cannot give you a reduction. If you have not lived in the UK for the whole of the last five years, or if there are doubts about your immigration status, we may send you another form to fill in. Don't forget, for new applications you must give us proof of identity and National Insurance numbers for you and also for your partner, if you have one. On the checklist, there is a full list of the type of documents we can accept as proof (see page 17).

## **Children and young people**

This section must only be used for children who are living with you, and who you get Child Benefit for. This would usually be your own children who are still at school, or in further education or training and under 20. Adult children, or children who are in higher education (for example, university), who still live with you should be included in section D, 'Other people who live with you'.

## **Other people who normally live with you**

These people are often referred to as 'non-dependants'. A non-dependant is someone who lives with you, but does not pay any rent. They may have an informal arrangement to give you an agreed amount for their keep. People in this group may include grown-up children, parents, other relatives or friends. A non-dependant is different from a boarder, subtenant, joint tenant or non-resident overnight carer.

A **'boarder'** is someone who lives with you and who has an agreement with you to pay for his or her accommodation. Part of what they pay will be for meals which are eaten on your premises.

A **'subtenant'** is someone who pays you for accommodation, but whose rent does not cover any meals.

A **'joint tenant'** is someone (not your partner) who is jointly responsible with you for paying the rent at the property you live in.

A **'non-resident overnight carer'** is someone who stays overnight to care for you or someone in your family. The carer must live elsewhere and when they stay overnight, it must be in a separate bedroom.

## **Income**

**'Students'** – Most students cannot qualify for a reduction, but the rules are quite complicated and there are many exceptions. The following groups of students can apply for Council Tax Reduction.

- Those getting Income Support, Universal Credit, income-related Employment and Support Allowance or income-based Jobseeker's Allowance
- Those on part-time courses
- Those of pensionable age
- Those responsible for a child
- Those who have a disability premium or who have been classed as unfit for work for over 28 weeks

This is not a full list of students who can apply. If you are not sure if you are eligible, please ring us, or send in the filled-in form for assessment.

## **Awards of Council Tax Reduction**

For new applications, Council Tax Reduction is usually awarded from the Monday after we receive your form. If you are also a new tenant or occupier, we can award Council Tax Reduction from the date that you become responsible for the property, but only if we receive your application form by the Sunday after your tenancy starts. Council Tax Reduction reduces the amount of Council Tax.

## **Backdating**

It may be possible to backdate your application for Council Tax Reduction and pay it from an earlier date if you have a good reason for not claiming or applying on time. If you want us to look at your application from an earlier date, please fill in section E 'Backdating' on page 13. The maximum period your Council Tax Reduction application can be backdated is 3 months if you are pensionable age and six months if you are younger than this.

## **Disputes**

If you disagree with any decision that we make about your reduction, you can ask us to look at the decision again. You should put this request in writing, and send it to the Revenues and Benefits Office immediately, explaining why you think we have got it wrong - give as much detail as you can.

## **Second Adult Reduction**

Even if your income or capital is too high for you to apply for Council Tax Reduction yourself, you could still get Second Adult Reduction. To qualify, you must be the only person in your home responsible for paying Council Tax, and someone else must live with you who is not your partner, is on a low income and does not pay rent to you. If you want to apply for Second Adult Reduction, you only need to fill in sections A and D, provide proof and sign the declaration in section G.

## **Changes in your circumstances**

You must tell our staff at any of our offices listed on page 1 about any changes in your circumstances. There is a list of things you must tell us about at the back of this form. It is not a full list. If you are not sure please contact us.

## **Why do we need so much detail?**

Do not be put off by the length of this form. We are sorry to ask so many questions, but we do need you to answer in full so that we can be sure that we make the correct reduction. For example, if you receive an allowance for a disability, it could mean that you can get more reduction. If you are finding it difficult to fill in this form or to send us proof and you need some help, please phone our Revenues and Benefits Office on 03000 200 292 (visit the Contact Us page on our website for up to date opening hours). We can probably help you over the phone, or we can arrange for a visiting officer to see you at home.

## **Disabled people and people with learning difficulties**

If you need help filling in this form, or you cannot visit our offices or send us the proof we need, please phone our Revenues and Benefits Office on 03000 200 292 (visit the Contact Us page on our website for up to date opening hours). We can probably help you over the phone, but we can also arrange for a visiting officer to see you at home.

## **Don't delay**

You will see reminders on the form that you must send us original documents, not photocopies, and that we cannot process your application until we have seen all of the documents. We understand that it is not always easy to get them to us straight away, so even if you haven't got everything, send us the form. If you don't you could lose reduction.

## **Discretionary Housing Payments**

The British Government has introduced the Social Sector Size Criteria (SSSC) ('bedroom tax' or 'spare room subsidy'), resulting in a reduction of 14% or 25% in the amount of Universal Credit Housing Costs awarded for those considered to be living in a home that is too big for their needs. However, the Scottish Government is providing councils with extra funding as part of the Discretionary Housing Payment (DHP) scheme. This extra funding is intended to reduce the effect the SSSC has on your Universal Credit award. However, you must make a claim for DHP before it can be awarded to you. You can use this form to claim any shortfall caused by SSSC. If you want to claim DHP for any shortfall **not** caused by SSSC, you must fill in a separate claim form. To ask for a DHP claim form, please call 03000 200 292 (visit the Contact Us page on our website for up to date opening hours).

## **Council Tax Bands E to H relief**

From April 2017, national legislation was introduced which changed the Council Tax multipliers in bands E to H. The Council Tax Reduction Scheme has been amended to provide targeted relief from the increase in the multiplier. The maximum relief that can be awarded under this provision is equivalent to the difference between your Council Tax bill calculated using the old multiplier and the new multiplier. Whether you are entitled to relief depends on a number of factors. However, if you live in a single-person household with a net income of up to £16,750 or another type of household with a net income up to £25,000, and you have less than £16,000 in savings and no non-dependants, you may qualify for maximum relief.

# Please provide the following information.

Are you receiving or have you made a claim for Universal Credit?

Yes

No

# A

## You and your partner

If you do not have a partner, tick this box.

### You

Surname

Other name

Title

(Mr, Mrs, Miss or other)

National Insurance number

Date of birth

/ /

Please tell us if you use another name, or are known by another name.

Address you want to apply for

Postcode

Email address

Phone number

Mobile number

What date did you move to this address?

### Your partner

Surname

Other name

Title

(Mr, Mrs, Miss or other)

National Insurance number

Date of birth

/ /

Please tell us if you use another name, or are known by another name.

Address you want to apply for

Postcode

Email address

Phone number

Mobile number

What date did you move to this address?

# A

## You and your partner (continued)

### You

Do you own the property?

Yes  No

Are you a joint owner or joint tenant?

If 'Yes', who with?

What is your nationality?

Have you lived in the UK for the whole of the last five years?

Yes  No

If 'No', what date did you arrive in the UK?

What was your last address?

Did you own that property?

Yes  No

Did you claim Council Tax Benefit or apply for Council Tax Reduction at your last address?

Yes  No

### Your partner

Do you own the property?

Yes  No

Are you a joint owner or joint tenant?

If 'Yes', who with?

What is your nationality?

Have you lived in the UK for the whole of the last five years?

Yes  No

If 'No', what date did you arrive in the UK?

What was your last address?

Did you own that property?

Yes  No

Did you claim Council Tax Benefit or apply for Council Tax Reduction at your last address?

Yes  No

# A You and your partner (continued)

## You

Do you fall into any of the following categories? Tick all that apply.

- Have a severe learning disability, mental illness or form of dementia
- A student
- In legal custody
- Date you went into legal custody: .....
- A Care Leaver under 26
- An apprentice
- On a youth training course
- Registered blind
- In hospital
- Date you went into hospital: .....

## Overnight carers

Do you receive overnight care?

Yes  No

If 'Yes', who provides the overnight care?

.....

Do the overnight carers have a bedroom they can use while providing overnight care?

Yes  No

Do the overnight carers normally live with you?

Yes  No

If 'No', please provide their address.....

.....

Does anyone receive Carer's Allowance to look after you?

Yes  No

If 'Yes', what is their name?

What is their address?

## Your partner

Do you fall into any of the following categories? Tick all that apply.

- Have a severe learning disability, mental illness or form of dementia
- A student
- In legal custody
- Date you went into legal custody: .....
- A Care Leaver under 26
- An apprentice
- On a youth training course
- Registered blind
- In hospital
- Date you went into hospital: .....

## Overnight carers

Do you receive overnight care?

Yes  No

If 'Yes', who provides the overnight care?

.....

Do the overnight carers have a bedroom they can use while providing overnight care?

Yes  No

Do the overnight carers normally live with you?

Yes  No

If 'No', please provide their address.....

.....

Please send **original** documents as a proof of your identity and National Insurance number.

**Remember, you must send original documents, otherwise we will not process your application for Council Tax Reduction.**

**Do not send your own photocopies.**

# A

## You and your partner (continued)

### EEA nationals

If you, or your partner, are a national of the European Economic Area, (not British Citizens), please answer **all** of the questions in this section.

#### You

What is your nationality?

On what date did you come to live in the UK?

Have you left the UK since coming to live here?

Yes  No

If 'Yes', please give dates and reasons.

Please continue on a separate sheet of paper if necessary.

Do you have a permanent right of residence permit issued by the Home Office?

Yes  No

If 'Yes', please provide evidence.

Since arriving in the UK have you been employed?

Yes  No

If 'Yes', please provide the name, address and dates of each employment.

Please continue on a separate sheet of paper if necessary.

Since arriving in the UK have you been self-employed?

Yes  No

If 'Yes', please give dates and the name of the business.

#### Your partner

What is your nationality?

On what date did you come to live in the UK?

Have you left the UK since coming to live here?

Yes  No

If 'Yes', please give dates and reasons.

Please continue on a separate sheet of paper if necessary.

Do you have a permanent right of residence permit issued by the Home Office?

Yes  No

If 'Yes', please provide evidence.

Since arriving in the UK have you been employed?

Yes  No

If 'Yes', please provide the name, address and dates of each employment.

Please continue on a separate sheet of paper if necessary.

Since arriving in the UK have you been self-employed?

Yes  No

If 'Yes', please give dates and the name of the business.

# A

## You and your partner (continued)

### You

Do you have any relatives living in the UK?

Yes  No

If 'Yes', please provide their name, address, occupation and relationship to you.

Please continue on a separate sheet of paper if necessary.

Do you have or have you had comprehensive medical insurance?

Yes  No

Since arriving in the UK have there been any periods where you have been unable to work due to illness, injury or pregnancy/childbirth?

Yes  No

If 'Yes', please give dates and details of each period of illness, injury or pregnancy when you were unable to work.

Please continue on a separate sheet of paper if necessary.

### Your partner

Do you have any relatives living in the UK?

Yes  No

If 'Yes', please provide their name, address, occupation and relationship to you.

Please continue on a separate sheet of paper if necessary.

Do you have or have you had comprehensive medical insurance?

Yes  No

Since arriving in the UK have there been any periods where you have been unable to work due to illness, injury or pregnancy/childbirth?

Yes  No

If 'Yes', please give dates and details of each period of illness, injury or pregnancy when you were unable to work.

Please continue on a separate sheet of paper if necessary.



Are you or your partner a student?

Yes  No

If 'No', go to section C.

If 'Yes', please give details below.

## You

Are you studying:

full-time?  part-time?

Name of college or university

Address of college or university

Title of course

Length of course

Which year of study are you in?

1st  2nd  3rd  4th

What date does your current year of study start?

What date does your current year of study end?

What is your matriculation number (if you know this)?

## Your partner

Are you studying:

full-time?  part-time?

Name of college or university

Address of college or university

Title of course

Length of course

Which year of study are you in?

1st  2nd  3rd  4th

What date does your current year of study start?

What date does your current year of study end?

What is your matriculation number (if you know this)?



# Children who live with you

If there are no children who live with you, tick this box.  Now go to section D.

Do you or your partner receive Child Benefit for any children who live with you?

Yes  No

	First child	Second child	Third child
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is their relationship to you?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they male or female?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their nationality?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they registered blind?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they receive Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they go to a registered nursery, childminder or playscheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please give the name and address of the childminder, nursery or playscheme.	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the weekly cost of childcare for each child?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
If they are not a British citizen, when did they arrive in the UK?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they attend school (primary and upwards)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please give the name and address of the school.	<input type="text"/>		

Any other information.

For each child, please send **original** documents as proof of Child Benefit, any childcare costs (for example, the costs of sending your child to a nursery or childminder), Disability Living Allowance and blind registration certificate.

**Remember, you must send original documents, otherwise we will not process your application for Council Tax Reduction.**

**Do not send your own photocopies.**

# D

## Other people who live with you

Apart from you, your partner and your dependent children, does anyone else live with you in your home?

Yes  No  If 'No', go to section E.

If 'Yes', please give details below. You should include grown-up children who you no longer get Child Benefit for, friends, relatives, boarders, subtenants and joint tenants.

### Section D(a)

	First person	Second person	Third person
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other name or names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date they moved in	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their relationship to you?	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you only have joint tenants with you, go to section E.

### Section D(b)

Are they a joint tenant or joint owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they pay rent to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does their rent include payment for meals?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they receive Income Support, Jobseeker's Allowance, Pension Credit (Guarantee Credit) or Pension Credit (Savings Credit)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they receive contribution-based Employment and Support Allowance or income-related Employment and Support Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they receive Universal Credit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they get Disability Living Allowance or Attendance Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they get Personal Independence Payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

# D

## Other people who live with you (continued)

	First person	Second person	Third person
Do they get any other state benefits?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', which ones do they receive and how much do they get each week?			
Do they work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', how many hours do they work each week?			
What are their earnings before tax and National Insurance?			
If 'Yes', please give details and the amounts.			
Do they get Armed Forces Independence Payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', how much do they get each week?			
Do they have any other income?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', how much do they get each week?			
Are they in prison?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', what date were they sentenced?			
Do they have a severe disability, mental illness or form of dementia?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are they an apprentice?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are they a student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they care for someone in your home?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are they on a youth training course (for example, YTT or Skillseekers)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are they a Care Leaver under 26?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

For each person that lives with you, please send original documents for any income that they have and any rent that they pay you.

**Remember, you must send original documents, otherwise we will not process your application for Council Tax Reduction.**

**Do not send your own photocopies.**

# E

## Backdating

We can usually award your reduction from the Monday after the day we receive your application. Sometimes we can award your reduction from an earlier date, if you have a good reason for not applying earlier. If you want us to consider awarding your reduction from an earlier date, tell us when you want your reduction from and why you did not apply earlier.

**For Council Tax Reduction, the maximum period your application can be backdated is 3 months if you are pensionable age and six months if you are younger than this. For more information visit [www.direct.gov.uk/en/Pensionsandretirementplanning/StatePension/DG\\_4017919](http://www.direct.gov.uk/en/Pensionsandretirementplanning/StatePension/DG_4017919)**

Date you want to apply for your reduction from

/ /

Have your circumstances changed since this date (see page 16)

Yes  No

Tell us why you have not applied for your reduction before.

# F

## Educational Benefits and other assistance

From the information provided on this form we will assess your entitlement to Educational Benefits. Where you qualify we will automatically make an award. We will also use the information to support any claims made for Educational Maintenance Allowance for the household.

If you do **NOT** want to claim please tick this box



# Declaration

Please read and sign the declaration below. Fill in the checklist and return the form to us in the envelope provided. You must also send original documents so we can process your application for Council Tax Reduction.

If you do not have all your evidence, you must return the form as soon as you can and send the evidence later. If you do not send the form immediately, you may lose reduction.

**Please read this declaration carefully before you sign and date it. If you do not sign it, we will have to send the form back to you and this will delay your application. Where the declaration says 'I', 'me' or 'my', this refers to you and your partner (if you have one).**

**I understand the following.**

- It is a criminal offence to provide information that is incorrect or incomplete.
- It is a criminal offence if I fail to tell Revenues and Benefits about a change of circumstances.
- Revenues and Benefits will use the information I have provided to process my application for Council Tax Reduction. Revenues and Benefits may check the information with other departments within the council and other councils.
- Revenues and Benefits will use the information I have provided to assess and award any entitlement I have to Educational Benefits and to support any claims made for Educational Maintenance Allowance for the household.
- Revenues and Benefits may use any information I have provided in connection with this and any other claim for state benefits that I have made or may make. Revenues and Benefits may give information to other government organisations, including private agencies who are working for the Government to detect fraud. Revenues and Benefits will only share information if the law allows this.

**I know** I must let the Revenues and Benefits section know about any **changes in my circumstances** which might affect my application for Council Tax Reduction.

I have read **page 15** and understand how Revenues and Benefits may use the information I have provided.

I have read **page 16** and understand what a change in circumstances is.

**I want to claim Discretionary Housing Payments to cover any shortfall in my Universal Credit Housing Costs element award caused by the Social Sector Size Criteria ('bedroom tax' or 'spare room subsidy') rules.**

**I confirm** that the information I have given on this form is correct and complete.

**Signature of person applying**

**Date**

**Name of the person filling in the form (if this is not the person applying)**

**Your relationship to the person applying**

**Signature of the person filling in the form (if this is not the person applying)**

**Date**

**If you have someone acting on your behalf, please provide evidence of their authority to do so or provide written permission for them to act on your behalf.**

## Benefit fraud

**We are committed to tackling benefit fraud. If you think someone is committing fraud, please help us to stop them. Please phone our confidential hotline on 0800 854 440 or visit [www.gov.uk/report-benefit-fraud](http://www.gov.uk/report-benefit-fraud)**

# How we collect and use information

**Your data** - Information you provide as part of your application for Council Tax Reduction is processed by Aberdeen City Council in accordance with Data Protection legislation. In addition to the information you provide, we may receive information about you from, and share information about you with the DWP, HMRC and other organisations to administer your application and to prevent and detect fraud. We may share also your information internally for specified lawful purposes as permitted by the Welfare Reform Act 2012.

Section 2A of the Public Finance and Accountability (Scotland) Act 2000 (as amended) allows us to share the information you provide for data-matching purposes to prevent and detect fraud and as directed by Audit Scotland. This is called the National Fraud Initiative (NFI). An explanation of how we will use this information is available at: [www.audit-scotland.gov.uk/our-work/national-fraud-initiative](http://www.audit-scotland.gov.uk/our-work/national-fraud-initiative)

More information about how we use and manage your information is available on our website at: [www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-housing-benefit-and-council-tax-reduction](http://www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-housing-benefit-and-council-tax-reduction). This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.

**This document is available in various formats and languages.**

**If you want this document translated into another language or format (including Braille, large print, audio disk or BSL DVD) please contact us via email or telephone number listed below.**

Jeżeli ten dokument jest wymagany w innej wersji językowej lub formacie (w dużym druku lub na dyskietce audio) proszę się skontaktować z

إذا كنت تريد الحصول على هذه الوثيقة مترجمة إلى لغة أخرى أو بشكل آخر (مثلا بالخط العريض أو القرص السمعي) فالرجاء الإتصال:

Если Вы хотите получить этот документ, переведенным на другой язык или в другом формате (крупным шрифтом или на звуковом диске), пожалуйста, свяжитесь по

Jeil jūs norīte suspažinti šo šīto dokumentu jūsu kalba ar gauti jī kītokdame formāte (Dīdēlēmīš raldēmīš ar audio dīskā), prašau susīslēkīte

Dacă doriți ca acest document să fie tradus într-o altă limbă sau într-un alt format (scris mare sau format audio), vă rugăm contactați

如果你需要把文件翻译成另一种语言或者把文件变成另一种格式（大号字体或声盘），请通过以下的邮件或电话方式联系我们。

Ma tha thu ag iarraidh eadar-theangachadh den sgrìobhaln seo ann an cànan neo cruth eile (clò mòr neo clàr claisinneach) feuch an cuir thu fios gu

**If you are deaf or have a hearing impairment, you can still communicate with the Council via Text Relay by dialling 18001 + telephone number:**

**03000 200 292** 

# Changes you must tell us about

**We will assess your application for Council Tax Reduction using the information you have given to us. You must tell us straight away if there are any changes to your circumstances. Here are some examples of changes you must report.**

- A child leaves school or leaves home.
- You have a baby.
- Your child starts or stops being cared for by a registered childminder, nursery or playgroup, or the number of hours they are cared for changes.
- Someone moves into or out of your home (including boarders and subtenants).
- You or your partner start or stop receiving Universal Credit.
- The income of anyone living with you, goes up or down.
- You, or anyone living with you, become a student or take up a government training scheme.
- You, or anyone living with you, go into hospital or a nursing home, or go into prison (even if this is on remand).
- Anyone living with you, gets a job, changes job, changes hours or becomes unemployed.
- Anyone living with you takes a second job.
- Your Working Tax Credit or Child Tax Credit changes.
- You move (even if you only move to a different room or flat within the same property).
- You move out of your property, even if this is temporary.
- Anything at all which is different from what you have told us on this form.

**You must tell us about these changes in writing – a phone call is not enough. Do not rely on anyone else to give us the information or pass a message on, not even Jobcentre Plus, The Pension Service or HM Revenue & Customs.**

**If you don't tell us about the changes you may lose money you are entitled to or we may reduce your Council Tax by too much and we can ask you to repay this.**

**If you're not sure about whether or not you need to tell us about a change, please call the Revenues and Benefits office to check, or write to us with the details.**



# Checklist

**Have you answered every question? Have you signed the declaration? Have you enclosed the following original documents for you and your partner?**

**Proof of National Insurance number (for new applications only)**

Yes

Does not apply

To follow

One item for each of you, such as a P45 or P60 from last employer, National Insurance card, printed payslips, letter from the Department for Work and Pensions or Jobcentre Plus, a letter or tax code from HM Revenue & Customs or a pension slip from an occupational pension scheme.

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**Proof of identity (for new applications only)**

Yes

Does not apply

To follow

As well as one item from the list above, at least one other item for each of you from the following.

Up-to-date driving licence, passport, gas, electricity or water bill, bank statements, birth or marriage certificates, divorce papers, a medical card, residence permit or a letter from the Home Office, a probation officer, a solicitor, a social worker or HM Revenue & Customs.

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**Proof of income, capital and savings for all non-dependants**

Yes

Does not apply

To follow

These are the people entered in the section 'Other people who normally live with you'.

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**Proof that you are a student and details of your course**

Yes

Does not apply

To follow

If you do not have all of the proof to hand, do not delay in sending or bringing this form to our office as you could lose Council Tax Reduction. You can bring missing proof later.

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**We cannot accept photocopies, but please do not send valuable documents through the post.**

**If you need more time to provide any of the information or proof, then please ask us in writing and tell us the date when you think you can provide the information and proof we need.**

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