

Application for council tax reduction under Section 13A of the Local Government Finance Act 1992

What is a Section 13A Council Tax Reduction?

We may be able to give you a short-term council tax reduction if you find yourself unexpectedly in financial problems.

We can only give a council tax reduction in exceptional situations. These situations may include because your home has fire or flood damage and it's not possible to live in your home. It can also be where you face a sudden financial problem, that you could not have expected.

The reduction in your council tax can apply to both occupied and unoccupied properties.

The money to cover the reductions comes out of our own funds and the decision to make a reduction is at our discretion. We don't have to give a reduction to anyone.

The reduction is sometimes called a section 13A reduction because it comes under section 13A of the Local Government Finance Act.

Before you apply

Please make sure you have done the following before you come to us:

- Taken all reasonable steps to fix the problem(s) that are causing you to apply for the reduction
- Apply for any other types of council tax reduction or support you might be able to get. Please see our council tax discounts and exemptions pages for more information.

Apply for council tax reduction

To apply please complete this application form and send by email to localtax@rushmoor.gov.uk. You will need to provide:

- An explanation as to why you are in arrears with your council tax. That it is for a genuine reason and not simply because you have chosen not to pay
- Evidence of your situation and of what you have done to try and resolve the problem(s)

If you are applying because of financial problems, you will also need to tell us about your income and about what you spend.

If you are applying because of fire or flood damage, you will need to send details of the damage plus evidence such as reports, photographs, and written confirmation from your insurance company that they will not cover the council tax of your home.

SECTION 1 - Personal details

Your council tax billing number (if you know it)

Surname

First Name (in full)

Title (Mr, Mrs, Miss, Ms)

Address and postcode

Date of birth

 / /

Preferred telephone number

Email address

Address and postcode of property for which this reduction is being applied for

If someone else is helping you with this form, please give their details.

Surname

First Name (in full)

Address and postcode

Preferred telephone number

Relationship to you

SECTION 2 - About your current circumstances

To help us decide we need you to tell us about your current financial circumstances and what has caused your hardship. Please provide any documentation you may have, to support the information you have given in this form. Originals will be returned to you. Clear photocopies of original documents will be accepted. Please answer each question with as much detail as you can.

Unfortunately, we cannot process your application unless you complete the statement of income and expenditure.

If this application is relating to payment of Council Tax for an empty property or a second home, please answer the following.

What are the current circumstances which are causing you financial difficulties?

How long do you expect these circumstances to continue?

Are you receiving financial assistance from any other sources? If yes, please provide details.

Have you applied for Council Tax support?

Yes No **If No, why haven't you**

Is the property occupied? Yes No

If occupied by you, how many other people live there?

Adults

Children

Do you own any other properties?

Yes No **If Yes, please provide details.**

Is the property undergoing any major structural work?

Yes No **If Yes, please provide details.**

If the property is not occupied by you, please tell us who lives there.

SECTION 3 - Statement of income and expenditure

Please provide details of your monthly income for you and your partner (if you have one) If you are getting council tax support you do not have to

supply this information	You	Your partner
Wages	<input type="text"/>	<input type="text"/>
Job seeker's allowance (JSA)	<input type="text"/>	<input type="text"/>
Employment support allowance (ESA)	<input type="text"/>	<input type="text"/>
Universal Credit	<input type="text"/>	<input type="text"/>
Income support	<input type="text"/>	<input type="text"/>
Working tax credits	<input type="text"/>	<input type="text"/>
Child tax credits	<input type="text"/>	<input type="text"/>
Child benefit	<input type="text"/>	<input type="text"/>
Pension credit	<input type="text"/>	<input type="text"/>
Saving credit	<input type="text"/>	<input type="text"/>
Maintenance payments	<input type="text"/>	<input type="text"/>
Disability Living Allowance	<input type="text"/>	<input type="text"/>
Occupational Pension	<input type="text"/>	<input type="text"/>
Annuity	<input type="text"/>	<input type="text"/>
Any other income	<input type="text"/>	<input type="text"/>
Total	£ <input type="text"/>	£ <input type="text"/>

Type of expenditure	Amount per month	Type of expenditure	Amount per month
Rent/mortgage	<input type="text"/>	Petrol	
Council tax	<input type="text"/>	Other travel expenses	
Water rates	<input type="text"/>	Medication	
Gas	<input type="text"/>	Clothing	
Electricity	<input type="text"/>	Credit cards	
Food/household expenses	<input type="text"/>	Loans	
TV License	<input type="text"/>	Store cards	<input type="text"/>
Building and contents insurance	<input type="text"/>	Hire purchase agreements	<input type="text"/>
Telephone bills (including mobiles)	<input type="text"/>	Socialising (including cigarettes)	<input type="text"/>
Sky or cable television	<input type="text"/>	Childcare	<input type="text"/>
Internet or broadband	<input type="text"/>	Child maintenance	<input type="text"/>
Car payments	<input type="text"/>	Student's loans	<input type="text"/>
Car insurance	<input type="text"/>	Any other insurance (life/ill health etc.)	<input type="text"/>

Type of expenditure	Amount per month
Any other expenditure (please tell us)	
1.	
2.	
3.	
4.	
Total expenditure	£

Other than income listed in Section 3, are you receiving financial help from any other source? (e.g. friends, family, charity etc.)

Yes (please give full details) No

Please provide details of any stocks/shares or savings/ money you may have or money you are owed.

SECTION 4 - Declaration

I declare that the information given is true and complete. I understand that I may be prosecuted if I try to get a council tax reduction under Section 13A of the Local Government Finance Act 1992 dishonestly. I authorise Rushmoor Borough Council to make enquiries necessary to check the details I have given on this form.

Signature

Date

/ /

When completed, please return this form to localtax@rushmoor.gov.uk or post to Customer Services, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hampshire GU14 7JU.

If we require any further information, we will contact you and ask you for it. We will write to you and tell you our decision on your application.

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

Further details on these rights can be found on our website 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.