Revenues Services

Council Tax Discount Application Form

For Persons over 18 in receipt of Child Benefit

You can complete this form in one of the following ways:

1. Print off the form, then complete by hand. Please enter your details clearly and in block capitals, well inside each box.
2. Complete the form on your computer, then print off. NOTE: Any signatures required on the form must be signed by hand.

Please return to Mansfield District Council, Revenue Services, Civic Centre, Chesterfield Road South, Mansfield, Notts NG19 7BH.

For Office Use Only: REFERENCE NUMBER | DATE OF ISSUE

Please complete this form if you wish to claim a reduction in your Council Tax for either yourself or another member of your household.

If you have any difficulties or enquiries regarding the completion of this form, please telephone 01623 463144, or email revenueservices@mansfield.gov.uk.

Title (Mr, Mrs, Miss etc)

Applicant's Full Name

Address

Postcode

Complete the section below for any person who is over 18 years and for whom you are entitled to Child Benefit:

Name of Person to whom Child Benefit refers

Date of Birth / /

Child Benefit Reference No. C H B

Date Child Benefit Ceases / /

Mansfield District Council

How many people aged 18 or over currently live in the property? | | |

Before a discount can be awarded, we must receive proof that Child Benefit is in payment. Please therefore provide the following:

- A copy of your current child benefit book showing the period of payment, **or**
- A copy of your most recent letter notifying you of your entitlement to child benefit.

DECLARATION: The information given on this form is correct. I undertake to notify you immediately if I am no longer eligible for a reduction granted in respect of this application.

Signature

Full Name

Date:

/ /

Telephone No

You do not have to give your phone number but it may help us if we need to contact you

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Please ensure you have completed all relevant sections and have enclosed the required documents and return to Mansfield District Council, Revenue Services, Civic Centre, Chesterfield Road South, Mansfield, Notts NG19 7BH.

Privacy Notice: We will use the information provided by you for Council Tax, Housing Benefit and Council Tax Reduction Scheme purposes. The basis under which the Council uses personal data for this purpose is Public Task. The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at: www.mansfield.uk/Privacy

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection (DPO) can be found on the Council's detailed privacy notice which can be found at www.mansfield.gov.uk/Privacy on the Council's website or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.

Mansfield District Council