Council Tax Registration & Student/Student Nurse Exemption/Discount Claim Form

Please complete this form sign the declaration, scan and return it via email to council.tax@derby.gov.uk or post it to:

Derby City Council, Local Taxation, The Council House, Corporation Street Derby DE1 2FS

Derby City Council needs information about your address so that we can keep our records up to date.

About the person applying for the reduction

Your full name: ...........................................................................................................

Your term time address:

.........................................................................................................................

Your parents or guarantors address:

.........................................................................................................................

Your Council Tax reference number

.........................................................................................................................

Your contact details: ................................................................. (landline number)

................................................................. (mobile number)

................................................................. (email address)
Please provide details of all the people that live at the address above and who are full time students:

<table>
<thead>
<tr>
<th>Students Full Name</th>
<th>College or University</th>
<th>Student ID</th>
<th>Date of Birth</th>
<th>Course Start Date</th>
<th>Course End Date</th>
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<tr>
<th>Non-Student Full Name</th>
<th>Date of Birth</th>
<th>Does This Person Claim Benefit? If so, what are they claiming?</th>
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Please give details of any Non-British Spouse who lives at this address:

Name of the Non-British spouse? ...
Date they moved in...
Do they hold a passport from a Country within the European Union? Yes/No
If yes, please give the name of the Country ...
Do the terms of his/her entry Visa to the UK prevent them from taking paid employment or claiming Benefit? Yes/No

**If yes, a copy of the passport confirming this must be supplied.**

Please confirm who you rent this property from (Owner or Agents)

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<th>Name</th>
<th>Address</th>
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Phone: ... Email: ...
When did your tenancy start?  …………………………………………..

When will your tenancy end?  …………………………………………..

Is the property furnished?  Yes / No

Do you rent a room?  Yes / No

Do you share facilities such as the kitchen or bathroom?  Yes / No

Do you pay rent individually?  Yes / No

Do you pay other bills, gas electricity and water rates?  Yes / No

Is there a lock on your bedroom door?  Yes / No

Do you have a joint tenancy agreement?  Yes / No

Declaration

As far as I know the information I have provided is correct.

Sign ………………………………………………………………………..

Print ………………………………………………………………………..

Date ………………………………………………………………………..

We may need to contact the University for further clarification. Do you give consent for us to do so if required?

Consent given  Yes / No

Please sign

_____________________________________________________________

Privacy Notice

How is your information used?
We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or
protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

**Who has access to your information?**

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in **Derby**.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to [https://www.derby.gov.uk/privacy-notice/](https://www.derby.gov.uk/privacy-notice/) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gcsx.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gcsx.gov.uk) or call us on 01332 643194.