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**Pennaeth Cyllid Corfforaethol**  
**Nicole Scammell BA(Hons) ACMA**

Please download and complete the form in BLOCK CAPITALS and in BLACK INK then send to:

Council Tax Section  
Penallta House  
Tredomen Park  
Ystrad Mynach  
Hengoed CF82 7PG

**COUNCIL TAX -APPLICATION FOR PERSON TO BE DISREGARDED FOR DISCOUNT PURPOSES - MEMBERS OF RELIGIOUS COMMUNITIES**

Please read the following notes before proceeding. The form must be completed by or on behalf of the person who is liable to pay Council Tax.

A person can only be disregarded where he/she is a member of a Religious Community whose principal occupation is prayer, contemplation, the relief of suffering or education.

To qualify for the discount disregard, an individual member must have no income (with the exception of an employer's pension) or capital of his/her own and must be dependant upon the community concerned for his/her material needs.

**REMINDER- Single person discount can only be awarded where ONE person remains liable after others have been disregarded e.g. in a three adult household two have to qualify to be disregarded before a discount can be awarded.**

Yours Faithfully,

T.LUCAS

**CHIEF COUNCIL TAX & BENEFITS OFFICER**

**Data Protection Act 1998**

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Work and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

**We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.**

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 815588 or e-mail [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk).

**COUNCIL TAX - APPLICATION FORM FOR DISCOUNT PURPOSES – MEMBERS OF RELIGIOUS COMMUNITIES**

**PART A**

Applicants Name: (must be person liable for Council Tax). \_\_\_\_\_

Address: \_\_\_\_\_

Post Code \_\_\_\_\_

Number of residents over age 18 years living in the dwelling: \_\_\_\_\_

**PART B**

Full Name of Person to be Disregarded \_\_\_\_\_

Name & Address of Religious Community \_\_\_\_\_

Post Code \_\_\_\_\_

Principal Occupation(s) of Religious Community \_\_\_\_\_

**PART C**

**DETAILS OF ALL INCOME AND CAPITAL HELD BY PERSON TO BE DISREGARDED**

(Income includes earnings, allowances, interest on monies deposited, Capital includes any interest in land and/or property, monies in P.O. Accounts, Building Society Accounts, Premium Bonds, Stocks & Shares, Bank Deposit & Current Accounts.)

<b>INCOME TYPE</b> (Please state all sources of income)	<b>AMOUNT</b> (Please state weekly or monthly)
_____	_____
_____	_____
_____	_____
_____	_____

<b>CAPITAL</b> (Please state all capital holdings)	<b>AMOUNT/VALUE</b>
_____	_____
_____	_____
_____	_____
_____	_____

**PART D**

**DECLARATION-** I declare that the information given on this application is correct to the best of my knowledge and belief and I undertake to advise the Council immediately of any change of circumstances. I authorise the Council to make any enquiries it considers necessary to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of Council Tax by Caerphilly County Borough Council.

**WARNING - GIVING FALSE INFORMATION MAY RESULT IN PROSECUTION**

Signed \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Full Name \_\_\_\_\_ \*TEL NO \_\_\_\_\_

*\*You are not obliged to give your telephone number but it may assist in dealing with matters more speedily in the event of a query*