

# Revenues and Benefits Service



Your Name
Your Address

This form is issued by:  
Mansfield District Council  
Phone: (01623) 463463  
Reference:

Local Government Finance Act 1992

## COUNCIL TAX DISCOUNT APPLICATION FORM

### PATIENTS IN NURSING OR CARE HOMES

Please complete this form if you wish to claim a Council Tax reduction for either yourself or another member of your household who has his/her sole or main residence in a residential care home, nursing home, mental nursing home or hostel and is receiving care or treatment in the home or hostel.

Name of Patient (if different from above) .....

Date of Admission .....

Hospital (address) .....

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

### DECLARATION

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

Signed:	Date:
Full Name:	



This form should be returned to the Civic Centre at the address shown on the reverse. The information you supply will be used to enable this request or notification to be carried out and will be handled in accordance with the Data Protection Act 1998. For more information please visit [www.mansfield.gov.uk/privacy](http://www.mansfield.gov.uk/privacy).



**Mansfield**  
District Council

Please return to:

Revenues and Benefits Service Mansfield District Council Civic Centre, Chesterfield Road South, Mansfield, Notts, NG19 7BH.

**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](http://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](http://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.



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