

COUNCIL TAX – Mandate of Authority and Nominated Agent

Council Tax Account No:	
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In accordance with the Data Protection Act 2018, it is unlawful for East Lothian Council to release information about your Council Tax to anyone else unless you have given us permission to do so. If you would like a named individual or organisation to represent you or to access information about your Council Tax account, please complete this form.

SECTION 1: Council Tax Details

Title & full name of the person(s) liable to pay Council Tax at the above property	
Property address	
Postcode	

SECTION 2: Nominated Agent Details

Title & full name of nominated agent	
Relationship to liable person	
Agent address (if different from above)	
Postcode	
Agent contact number	
Agent email address	
Do you wish for correspondence that relates to your Council Tax to be sent to your nominated agent?	Yes/No

SECTION 3: Declaration

I authorise my nominated agent to deal with all matters relating to Council Tax on my behalf.

I understand that I can withdraw this mandate at any time by contacting the Council Tax & Debt Management team.

Signed		Date	
Contact Number		Email Address	

How we use the information you provide

East Lothian Council used the personal data you provide for the purposes associated with the delivery of our services. For more information visit www.eastlothian.gov.uk/privacyct

Personal data will be retained in line with East Lothian Council's retention policies. For more information contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk

This authority has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of fraud and recovery of debt. It may also share this information within the authority or with other bodies responsible for auditing or administering public funds. For further information refer to our website www.eastlothian.gov.uk/datasharing