

COUNCIL TAX – Statement of Third Party Evidence Form

Council Tax Account No:	
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If you wish to make a late application for a Council Tax discount or exemption, we will require evidence from a third party to validate your application. Until your application is approved, you must continue to pay your Council Tax, as billed. If awarded a reduction, we will send you a revised bill.

NOTE: This form is also available online, visit www.eastlothian.gov.uk/thirdpartyevidence

SECTION 1: Council Tax Details

Address of the property your backdated application relates to		
Postcode		
Type of discount or exemption you wish to apply for		
Period of application	From:	To:
Was the property furnished during the above period	Yes/No	
Title & full name of the person(s) liable to pay Council Tax at the above property during this period		
If applying for a Single Person Discount, were you the only adult (over 18) residing in the property during the period of application	Yes/No	

SECTION 2: To be completed by the person who is making the application

Title & full name			
Current address (if different from above)			
Postcode			
Contact number			
Email address			
I declare that, to the best of my knowledge, the information given on this form is true and correct. I understand it is an offence to knowingly make a false declaration. I understand that enquiries may be made to verify the information given and that this may include inspection of the property. If awarded a reduction, I will inform the Council Tax & Debt Management team of any change in circumstances affecting the amount of Council Tax payable.			
Signed		Date	

SECTION 3: To be completed by an Independent Third Party

Title & full name			
Relationship to the applicant			
Job title (if applicable)			
Home or Business address			
Postcode			
Contact number			
Email address			
I confirm that, from my own personal knowledge, the information provided in Section 1 and 2 is true and accurate and I am not related to the person making the application, nor have I at any time resided with them. I understand it is an offence to knowingly make a false declaration. I understand that enquiries may be made to verify the information given.			
Signed		Date	

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