

4. Confirm the designated address where you are required to live under your contract of employment:

5. Who is liable for the Council Tax and named on the Council Tax bill at the address where you are required to live under your contract of employment?

6. Are you (or your spouse/partner) the director of a company (or an associated company) who provides the dwelling you have stated above?

Yes No

If NO, go to question 7.

If YES, are you (or your spouse/partner) employed as a full-time working director?

Yes No

If YES, is the company a non-profit making or charitable organisation?

Yes No

7. Are you (or your spouse/partner) in partnership with the person, or a partner in a company, providing the dwelling as shown at question 4? Yes No

Checklist: To complete your application, please also provide the following evidence. If you do not supply this information we will be unable to process your application.

A copy of the terms and conditions of your employment.

OR

A copy of your contract of employment

DECLARATION

I declare that the information given is correct to the best of my knowledge.

Signed:

Date:

Full name:

Telephone:

Email:

Date of birth:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty. If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax office on 01205 314200 to check.

WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, Boston Borough Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website www.boston.gov.uk/privacy for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



PSPS
Public Sector Partnership Services Ltd

Delivering services for

