

30 September 2019

Our ref: 5621500

Thank you for your request received on 2 September 2019, for the following information:

I need the following information; please could you provide at your earliest convenience: List of documents required to submit to Barnet Council for Section 13A(1)(c) of the Local Government Finance Act 1992.

The contact information of person(s)/department including email address and telephone number for the application form for Section 13A(1)(c) of the Local Government Finance Act 1992.

List of criteria required for meeting the reduced Council Tax under Section 13A(1)(c) of the Local Government Finance Act 1992.

If no application and or claim is required, please advise how one would be awarded under Section 13A(1)(c) of the Local Government Finance Act 1992.

Any other notes, guidance and information your Council may hold for Section 13A(1)(c) of the Local Government Finance Act 1992 and any related information which will help and enable Council Tax payers to benefit.

I look forward to hearing from you.

Kind regards

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and the answers to your questions are below

I need the following information; please could you provide at your earliest convenience: List of documents required to submit to Barnet Council for Section 13A(1)(c) of the Local Government Finance Act 1992.

There is no specific list of documents because every applicant has different circumstances, however we would expect the applicant to provide documents that prove they are in financial hardship and, as a result, cannot pay their Council Tax – for example bank statements, proof of income, evidence of debts they owe, evidence and details of their outgoings. We would also expect them to provide proof of any

medical or other circumstances or conditions that have contributed to their current situation, and how they have tried to mitigate their situation.

The contact information of person(s)/department including email address and telephone number for the application form for Section 13A(1)(c) of the Local Government Finance Act 1992.

There is no specific person or telephone number. If a resident wishes to make an application, they can email

benefits@barnet.gov.uk

or

local.taxation@barnet.gov.uk.

List of criteria required for meeting the reduced Council Tax under Section 13A(1)(c) of the Local Government Finance Act 1992.

Answer: Please see page 18 (section 13) of Barnet Council's Discretionary Council Tax Hardship Scheme (**DCTHS**) and Discretionary Housing Payment (DHP) attached policy document.

If no application and or claim is required, please advise how one would be awarded under Section 13A(1)(c) of the Local Government Finance Act 1992.

Please see pages 18 & 19 (section 14) of the attached **DCTHS/DHP** policy document.

Any other notes, guidance and information your Council may hold for Section 13A(1)(c) of the Local Government Finance Act 1992 and any related information which will help and enable Council Tax payers to benefit.

Please find attached Barnet Council's Policy for **DCTHS/DHP** and the relevant application form.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.