

COUNCIL TAX

Statement of Independent Third Party Evidence Form

(For the backdating of an Exemption or Discount)

Data Protection - We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for, and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administering public funds. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

**Please read the notes on Page Two of this form
and then complete each section in BLOCK CAPITALS**

**Please note - this form is not a claim for exemption or discount.
You must complete a separate exemption or discount form.**

Part One Details of the person making the claim

- Title _____ Name _____
- Current Address _____
_____ Postcode _____
- Daytime Telephone Number _____
- E-Mail Address _____
- Council Tax Reference Number _____
- Full address of the property your backdated claim refers to _____
_____ Postcode _____
- Type of exemption or discount you have claimed _____
- Period of Claim - From _____ To _____
- Was the property furnished during the above period? *(delete as appropriate)* YES / NO
- Signed _____ Date _____

Part Two - Declaration To be completed by the Independent Third Party

I can confirm from **my own personal knowledge** that the information given in Part One is true and accurate and I am not related to the person making the claim.

- Title _____ Name _____
- Job Title *(from the list on Page Two of this form)* _____
- Professional Qualification *(if applicable)* _____
- Business Address *(if applicable)* _____
_____ Postcode _____
- Daytime Telephone Number _____
- E-Mail Address _____
- Signed _____ Date _____

NOTES For the completion of the Statement of Independent Third Party Evidence Form

If you are making a late claim for exemption or discount we will consider your claim for a backdated period of three months from the date we receive a signed claim form from you. If you want us to consider a claim for a period greater than three months, please arrange for this form to be completed and signed by an independent third party. See list of independent third parties below.

- **If you need help and advice** to complete this form please telephone **0800 393811** or visit one of our Service Points or e-mail us at: operations.team@highland.gov.uk. Please do **NOT** send personal data to this email address.
- **PART ONE of this form** should be completed by the person making the claim or their authorised agent. If acting as the agent of the taxpayer, please provide evidence of your authority to act on their behalf.
- **PART TWO of this form** should be completed by the independent person verifying your claim.
- **Completed claim forms should be returned to:** Operations Team, The Highland Council, PO Box 5650, Inverness, IV3 5YX.
- **Until your claim has been dealt with, you must continue to make payment** as requested in the last bill we sent to you. If we award you exemption or discount we will send you a revised bill which will include all of the payments you have made. If you have overpaid we will send you a cheque for the overpayment.
- **The list of independent third parties is as follows - This list is not exhaustive**
 - Member of Parliament
 - Merchant Navy Officer
 - Permanent Civil Servant
(Executive Grade and above)
 - An Officer of the Armed Services
(Active or Retired)
 - Warrant Officers and Chief Petty Officers
 - Bank/Building Society Manager
or Assistant Manager
 - Local Government Officer
(Principal Officer Grade and above)
 - Legal Secretary
(members and fellows of
the institute of Legal Secretaries)
 - Valuers and Auctioneers
(fellow and associate members
of the incorporated society)
 - Nurse (SRN and SEN)
 - Minister of Religion
 - Health Visitor/District Nurses
 - Member of the Scottish Parliament
 - Surveyor
 - Justice of the Peace
 - Accountant
 - Solicitor
 - Social Worker
 - Commissioner of Oaths
 - Chiropodist
 - Doctor
 - Chemist
 - Salvation Army Officer
 - Postmaster/mistress (or Sub)
 - Optican
 - Barrister
 - Dentist
 - Police Officer
 - Teacher
 - An Engineer (with professional qualifications)
 - Architect

Please note - the person who verifies your claim **should not be related to you or be your partner or spouse.**

Alternatively, if you cannot provide independent evidence, I will accept an affidavit sworn by you, before a Justice of the Peace or Notary Public. Please note - you can obtain a list of Justices' of the Peace from any of the Councils' Service Points.