**Authority to Discuss and Application to Nominate a person to Act on your Behalf**

Please complete this form if you wish to authorise someone to deal with or discuss any of the following matters on your behalf:

Rent (including Rent Arrears) Business Rates

Council Tax Sundry Debts

Energy Rebate Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note this form does not authorise anyone to deal with any matters arising from Council Tax Benefit or Housing Benefit. You must complete a separate form for this purpose which can be obtained from the Benefit Section.**

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| **YOUR DETAILS:** |
| FIRST NAME: |
| SURNAME: |
| ADDRESS: |
|  |
| POSTCODE: |
| **Your Email address:** |
| **Your telephone number:** |
| Your Council Reference Number – please select which one is appropriate:* Council tax ref number; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Rent account number; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Business Rates account number; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Do you wish to have your correspondence sent to the person you are nominating to act on your behalf**:* Yes
* No

**If you choose Yes**, all correspondence will be in your name and will be sent to the address and/or email address of the person you are nominating to act on your behalf. **If you choose No**, we will continue to send all correspondence to your address and/or email however the person you have nominated to act on your behalf will be able to discuss your personal and financial circumstance with the council. |

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| **DETAILS OF THE PERSON YOU ARE NOMINATING TO ACT ON YOUR BEHALF (you must provide contact telephone number and/or email address):** |
| FIRST NAME: |
| SURNAME: |
| ADDRESS: |
|  |
| POSTCODE: |
| **Email Address:** |
| **Telephone number:** |
| **Relationship to authorised person:****(i.e. mother; son; daughter; father; partner; friend, etc)** |

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| **Do you have a Power of Attorney for the person you are representing? Yes/No****Do you have an Appointee Letter? Yes/No****Do you have a Deputyship? Yes/No** |
| **If yes, please send a copy of the Power of Attorney/Deputyship/Appointee Letter for our records.** |

**Statement**

I wish to appoint the above-named person to act on my behalf in matters regarding Rent, Council Tax, Business Rates, Sundry Debts, and Energy Rebate and any other matter which I have stated at the top of this form.

I understand that this will allow the nominated person to discuss my personal and financial circumstances with the Council.

I am aware that I must advise the Council immediately should I no long wish for the above-named person to act on my behalf.

I declare that the information I have given on this form is correct and complete. Where the information relates to another individual, I confirm that I have sought their permission, where required from them, prior to its use. If I give information that is incorrect or incomplete when it is unlawful to do so, you may take action against me, including court action.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When completed please return this form to Chesterfield Borough Council, Town Hall,**

**Rose Hill, Chesterfield, S40 1HP**



Chesterfield Borough Council is committed to protecting your privacy when you use our services.  We will process your personal data for the purposes of, where applicable, administering rents (including rent arrears), council tax, energy rebate, business rates, sundry debts and any other matter which you have stated at the top of this form.  The Council may share your information with other public bodies/agencies where it has a statutory requirement, legal obligation or power to do so.  This may include sharing information for crime and taxation purposes, such as fraud prevention.

If you require more information regarding the processing of your personal information and details of the rights you have under data protection law please go to [www.chesterfield.gov.uk/privacy](https://www.chesterfield.gov.uk/privacy) or alternatively telephone the customer services team on 01246 345345.