

# Authority to Discuss: Council Tax application form

We will only discuss your Council Tax account with you or with someone who has permission to talk to us about it.

Use this form to give us permission to discuss your account(s) with someone else.

## Part 1. About you and your Council Tax account

Council Tax account number of your main account This is 8-digits. You can find it at the top of your Council Tax bill.			
Your full name as it appears on your Council Tax bill		Your full address	
Daytime phone number		Email address	

## Part 2. About the Council Tax account(s) you're giving us permission to discuss

Tell us all the account numbers for the Council Tax accounts you give us permission to discuss	
1.	2.
3.	4.
5.	6.

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## Part 3. Details of who we can discuss your account(s) with

Tell us the details of everyone you give us permission to discuss your account(s) with. Use a separate sheet if needed.

Person 1			
Full name		Address	
Daytime phone number		Email address	
Relationship to you			

Person 2			
Full name		Address	
Daytime phone number		Email address	
Relationship to you			

Person 3			
Full name		Address	
Daytime phone number		Email address	
Relationship to you			

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## Part 4: Declaration

By giving us permission to discuss your Council Tax account(s), you agree that we can share information about:

- your account, including charges, costs, payments received, refunds and outstanding debts
- discounts and exemptions
- recovery action, including details of any action taken

☐ I give permission for the Royal Borough of Greenwich Council Tax team to discuss my Council Tax accounts listed in **Part 2** with the person(s) named in **Part 3** that otherwise would be contrary to the Data Protection Act (2018).

Full name (use capital letters)	Signature	Date
		DD/MM/YYYY

Send every page of this form to us by email or post to:

Email: [counciltax@royalgreenwich.gov.uk](mailto:counciltax@royalgreenwich.gov.uk)

Royal Borough of Greenwich  
Revenues Service  
The Woolwich Centre  
35 Wellington Street  
London SE18 6HQ

## What happens next

When we receive your form, we'll update our records. This can take up to 21 days.

You can withdraw, remove someone, or change your permission at any time. This must be in writing, by email or post, signed and dated.