



Torbay Council
 Corporate Debt Team
 Town Hall
 Torquay
 TQ1 3DS
 Telephone (01803) 207207
 Fax (01803) 207234
 Email Corporatedebt@torbay.gov.uk

Corporate Debt Means Enquiry Form.

Please complete both sides of this form

Full Name(s) and Address	Contact Details	
	Mobile	
	Home	
	Work	
D.o.B(s)	Email:	
No of Adults in Household		Children's Ages

What debts do you owe to Torbay Council	Reference Numbers	Balance Outstanding
Council Tax		
Car Parking		
Sundry Debtors		
Housing Benefit Overpayment		
Business Rates		
Rent		
Other (please specify)		

Income	Self Weekly/monthly	Partner Weekly/monthly
Wages/Salary		
The employers name, address, telephone number and your National Insurance Number or Payroll Reference Number		
If Self employed the income which you receive		
Working Families Tax Credit		
Child Tax Credit		
Child Benefit		
Income Support/Job Seekers Allowance		
State Pension		
Other State Benefits (Please Specify)		
Maintenance		
Housing Benefit received from Council		
Savings/Investment Income (e.g. bank or building society)		
Other		

The information provided on this form will be used by the Council's Corporate Debt Team to assess realistic individual payment plans to discharge your liabilities which are owed to the Council. **The Council would request that all debts owed to the Council are recorded on the form and all income which you receive is also included.**

If you have a low income and less than £16,000 in savings you may qualify for financial help with your Council Tax. Please **telephone (01803) 207207** for further information or collect a form from the Council's Connections Offices. The claim form can be downloaded from the Council's website: www.torbay.gov.uk and follow the link for A-Z Services – Benefits Applications. There is also a ready reckoner on the Council's website, where you can work out for yourself, whether you are likely to get some help.

If you need financial help, you may wish to seek independent advice, from Torbay Pound 0800 316 9296 or the Citizens Advice Bureau offers a free specialist debt advice service and the contact telephone number is (01803) 297803.

If you wish to make an appointment to discuss your liabilities then please contact the Corporate Debt Team.

Priority Creditors	Balance Owed	Repayments –specify if paid:- Weekly/monthly
Mortgage		
Rent		
Council Tax		
Gas		
Electricity		
Water Rates		
Fines Court Orders		
Social Crisis Loans		
Child Care		
Expenditure		Weekly/monthly
Bank Loans		
HP & Finance Agreements		
Credit Cards		
Loans		
Housekeeping		
Clothing/Footwear		
Pets		
School/college expenditure (including activity clubs)		
TV/Video & TV Licence		
Health Costs		
Motoring costs (insurance/licence and running costs)		
Repairs and Maintenance		
Life Insurance		
Telephone (mobile and/or landline)		
Lottery		
Drinking and Smoking		
Holidays		
Other		
Total Expenditure		
My Offer to Pay is	£	Per Week/Month

I declare that to the best of my knowledge the information supplied is complete and correct

Signature	Date
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Your personal information will be held and used by Torbay Council in accordance with the requirements of the UK Data Protection Act, 1998 and any other applicable legislation. We will use the information you have provided on document in connection with the administration of Council Tax

<p>We may lawfully disclose information to other public sector agencies to:</p> <ul style="list-style-type: none"> • prevent or detect benefit fraud and any other crime • support national fraud initiatives • protect public funds 	<p>We may also use basic Council Tax information about you (e.g. name, address) in other areas of service provision the Council is responsible for if this:</p> <ul style="list-style-type: none"> • Helps you to access our services more easily • Promotes the more efficient and cost effective delivery of services • Helps us to recover monies that you owe us
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We undertake not to use your personal information in a way that may cause you unwarranted detriment. If you require further information regarding Data Protection only, please contact the Council's Information Governance team on (01803) 207647.