

Authority to Discuss with a Third Party

In accordance with the Data Protection Act we will not discuss details of your claim/application for Housing Benefit, Council Tax, Housing, or Homelessness with anyone else without your written permission*

If you wish you can authorise us to discuss your claim and personal details with a third party by completing this form

About You	Full Name		
Address			
Contact Number		Postcode	

I give permission for the person named below to discuss my claim/application (please tick relevant box/s below) and authorise Chelmsford City Council to disclose any relevant details of my claim/application to that person

Tick all that apply ✓

Housing Benefit	<input type="checkbox"/>	Claim Ref No:	
Council Tax	<input type="checkbox"/>	Account No:	
Housing Register application	<input type="checkbox"/>	Reference No:	
Homelessness/housing enquiry	<input type="checkbox"/>	Reference No:	

Your Representative	Full Name		
Address			
Contact number		Postcode	
Relationship to you			
Your Signature:		Date	

*except where we are allowed to by law

Should you wish to withdraw your permission at a later date you must notify us in writing

Please return completed form to: Customer Services, Chelmsford City Council, Civic Centre,
Duke Street, Chelmsford, CM1 1JE