## SCHEDULE 12

All applicants: matters that must be included in an authority's scheme — procedural matters

## PART 1

Procedure for an application for a reduction under an authority's scheme

## Procedure by which a person may apply for a reduction under an authority's scheme

- **5.**—(1) If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect.
- (2) An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.