

SCHEDULE 12

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

PART 3

Procedure for applying for a discretionary reduction

Procedure for an application at an authority for a reduction under section 13A(1)(c) of the 1992 Act

11. An application to an authority for a reduction under section 13A(1)(c) of the 1992 Act must be made—

- (a) in writing,
 - (b) by means of an electronic communication in accordance with Part 4, or
 - (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.
- (2) Where—
- (a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
 - (b) a person in that class would otherwise be entitled to a reduction under the authority's scheme,

that person's application for a reduction under the authority's scheme may also be treated as an application for a reduction under section 13A(1)(c).