



## CABINET OFFICE

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21 June 1989

Dear Mike,

**COMMUNITY CHARGE REGISTER: ANONYMOUS REGISTRATION**

During the passage through Parliament of the Local Government Finance Act, concern was expressed about people whose safety might be put at risk if their names appeared on the public extract of the community charges register. This note sets out the procedure whereby Ministers and senior officials in your department may seek to have their names excluded from the public extract, which - if you have not already done so - you may wish to bring to their attention. There is a strong case for suggesting that all Ministers and those officials of Grade 3 or above in sensitive posts should be advised to apply for anonymous registration.

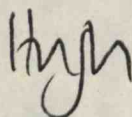
2. Regulations made under paragraph 17 of schedule 2 of the Local Government Finance Act require a Community Charges Registration Officer (CCRO) to omit names from the extract if, in his or her view, there is cause to believe that their inclusion might result in any person being subject to the threat of physical violence. This procedure, known as anonymous registration, will be a necessary option for Ministers, certain senior officials and others in sensitive posts who are anxious to conceal their whereabouts.

3. CCROs should ensure that the guidance notes which accompany such canvass forms include an explanation of the public extract of the register, and the opportunity for people at risk to be excluded from it. They should indicate that advice on anonymous registration is available and may draw attention to the availability of a separate application form (should CCROs decide on this approach) for anonymous registration. Telephone numbers and addresses of enquiry points should be included in the guidance notes.

4. As soon as any application for omission is received by a CCRO the inclusion of that person's details in the extract will be delayed (or his entry deleted if one has already been made) until the CCRO in question has had an opportunity to consider the application. Where necessary, the CCRO will confirm that the names of other adults belonging to the same household or adult members of the family will not be shown on the extract. The Department of the Environment have given assurances that applications for exclusion from the extract will be treated with sensitivity, and correspondence and data on this subject will be securely handled.

5. A copy of this letter goes to all those on the attached list.

Yours ever,



H H TAYLOR