



**Application for Council Tax Discount
Persons in Detention**

Please read the notes on the other side, before completing this form.

Date of Issue:

You must notify the Council immediately if the person is released from detention.

Property Reference Number:
Name of Taxpayer :
Address of Property :
Name of Applicant : (if different to above)
Total Number of Adults resident in the Property :
PERSON TO BE DISCOUNTED
Full Name :
Date of Birth :
Prisoner/Hospital Reference Number :
Name and Address of Place of Detention :
Date Detained :
Anticipated Date of Release :

DECLARATION

I declare that the information given above is, to the best of my knowledge, true and accurate.

SIGNED:

DATE:

Discount for Persons in Detention

The full Council Tax bill assumes that there are 2 adults living in a property. However, for Council Tax purposes, certain people will not be counted when looking at the number of adults. This may mean that the bill is reduced by 25%. Properties left empty by persons in detention are exempt.

Below are answers to some questions about who should be discounted, under this category.

1. Why is the length of the period of detention relevant?

If the period of detention is relatively short (e.g. under 12 months) the person is likely to be discounted. However, if the period of detention is longer the council may consider that the person's place of residence has changed. Although the amount of any discount given would be the same, the Council's records must show the correct details.

2. Is it only people in prison who can be disregarded?

No. Anyone who is detained under any of the situations detailed below can be discounted.

- i) detained in prison, hospital or other place by order of a Court
- ii) detained pending deportation under the Immigration Act 1971
- iii) detained under relevant parts of the Mental Health Act 1983
- iv) detained under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act

BUT: Those serving sentences for non-payment of fines and for non-payment of Council Tax will not be discounted.

3. Do I have to provide evidence of the period of detention?

No. The Council will contact the place of detention themselves in order to verify information.

4. How do I apply?

Complete all parts of the form overleaf and return it, as soon as possible to the address shown. Once it has been assessed you will be notified of the Council's decision.

5. For how long will the discount be allowed?

While you continue to be in detention and the number of adults in the property stays the same. If your circumstances change you must tell us about it straight away, or you may have to pay a penalty.

DATA PROTECTION ACT 1998

Information on this form may be recorded on computers and is subject to the provisions of the Data Protection Act 1998. Although you do not need give this information, if you do not do so it will be assumed that no discount is applicable. If you have any other queries about discount or would like any more information about Council Tax, please contact the office at the address/telephone number shown overleaf.