



Account Reference:

CTDISCEXMT

Name & Address

Council Tax Discount Application – Prisoners and people in detention

About Discounts and Exemptions

The full Council Tax bill is based on two adults living in your home, if there are less than two people you will get a discount. As well as this, most prisoners are not counted when working out how much Council Tax should be paid. If this property is empty because the person usually living here is in prison you may not have to pay any Council Tax. Should you have any queries or need assistance in completing this form, please do not hesitate to contact us.

1. How many people over the age of 18 live here?

2. What is the full name of the person in prison or in detention?

3. Is the person in prison for non-payment of Council Tax or a fine?

Yes

No

4. What is the name and address of the prison, or place of detention?

5. What is the person's prison number?

6. What is the person's date of birth?

7. When did the detention start?

8. When is the detention expected to end?

First possible parole date:

9. Is anyone else living at the address while the person is in prison? If yes please tell me their full name(s).

10. If the property is unoccupied, was it rented or owned?

11. If rented, what was the name and address of owner?

If the prisoner is released early you must contact us as soon as possible so that we can amend the Council Tax liability.

Declaration

I declare that the information given by me on this form is correct to the best of my knowledge and belief. I understand that failure to supply or giving false information is an offence for which a penalty may be imposed. I also understand that I must inform the Council Tax Section as soon as there is any change in the information.

Signature _____ Date _____

Telephone _____ E-Mail _____

You must notify the Council immediately if there is a change in your circumstances, which may affect this information. Contact details are provided above.

Data Protection Act

For information: In line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their duties.