

**COUNCIL TAX DISCOUNT
PRISONERS/DETAINEES
APPLICATION TO BE DISREGARDED**

You should complete this form in respect of any persons who you consider should be disregarded, in the assessment of Council Tax Discounts, because they are currently in Detention. Please see Guidance Notes overleaf.

COUNCIL TAX REFERENCE

NAME OF TAXPAYER

ADDRESS

NUMBER OF ADULTS (OVER 18) RESIDENT IN PROPERTY

Persons to be disregarded

First name	
Surname	
Date of Birth	
Prison Reference No	
Name and Address of place of Detention:	
Date taken into Custody	
Anticipated date of release	

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

Declaration: I declare that the information given above is, to the best of my knowledge, true and accurate and the Council may verify this information from appropriate sources.

Signed _____ Date _____

**Return this form to: Exchequer and Support Services, Revenues Division, Council Offices,
Wellington Road, Ashton-under-Lyne, OL6 6DL**

**PLEASE NOTE THAT A PENALTY MAY BE IMPOSED IF YOU
KNOWINGLY SUPPLY INFORMATION WHICH IS FALSE**

PRISONERS/DETAINEES

The full council tax bill assumes that there are 2 adults residing in a dwelling. However, for council tax purposes certain people will not be counted when looking at the number of adults.

The effect of disregarding certain adults may be to reduce the council tax bill by 25% or 50%.

EXAMPLE	4 adults residing in a property	
(i)	one person in disregarded category	100% charge as there are still more than 2 adults to be counted
(ii)	two persons in disregarded category	100% charge as there are still 2 adults to be counted
(iii)	three persons in disregarded category	75% charge as only one adult is to be counted
(iv)	four persons in disregarded category	50% charge as there are no adults to be counted

Below are answers to some questions about who should be disregarded, under this category, for the purpose of assessing Council Tax discount.

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 disregarded for discount purposes. Whereas 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.

Is it only people in prison who can be disregarded?

No. Anyone who is detained under any of the situations detailed below can be disregarded for Council Tax discount purposes;

- detained in prison, hospital or other place by order of a Court
- detained pending deportation under the Immigration Act 1971
- detained under relevant parts of the Mental Health Act 1983
- detained or imprisoned under the relevant Armed Forces Legislation

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

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

No. We will contact the place of detention direct in order to verify information.

How do I apply?

Complete this form. Once it has been assessed you will be notified of our decision.

For how long will the discount be allowed?

For as long as there are less than two adults in the property who are not disregarded. If there is any change in circumstances then you must notify us. Failure to do so may result in a penalty being imposed.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

If you have any other queries about discount or would like any more information about Council Tax, please contact Exchequer and Support Services or telephone your area helpline shown at the top of your Council Tax Bill.