



Date of Issue:
Reference No:

COUNCIL TAX DISCOUNT – PERSONS IN DETENTION

Applicant:

This form should be completed by the person responsible for paying the Council Tax (the liable person), but may be done on that person’s behalf.

Please note:

To qualify for this discount or exemption, the person must be detained for one of the following reasons:

- Detained in prison or hospital by order of a court
- Detained under the Immigration Act 1971 (deportation)
- Detained under the Mental Health Act 1983
- Imprisoned, detained or in custody for more than 48 hours under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957.

If a person is in police custody before their first appearance in court, or they are detained for non-payment of Council Tax or a fine, the discount or exemption will not apply.

Section 1. Application Information – the property that the person in detention resided in

Full Name(s) of Person(s) Liable:
Property Address:

Section 2. Residents – please list all current adult residents in the property:

Title	Forename(s)	Surname(s)



Section 3. Details of Person in Detention

Full name of person in Detention:
Address of Place of Detention:
Date taken into custody: / / Anticipated Date of Release / /
Number of adults remaining at property address:
Prison Number (if applicable):

Section 4. Contact Details – if no adults remain in the property address, please supply the name and address of a person that we may contact with regard to Council Tax.

Full Name	Contact Address	Telephone Number

Section 5. Declaration

If the application is made on behalf of the person detained the person signing the form **MUST** state his/her relationship to that person.

I declare the information given above is correct to the best of my knowledge and belief and that the detained person is not serving a sentence for the non-payment of council tax or a fine.

Print Name:..... **Signed:**..... **Date:**.....

Relationship to Detained Person:.....

Please supply a telephone number and/or email address where you can be contacted:

Telephone:
Email:
I would like to receive electronic bills via email <input type="checkbox"/>

The information on this form is necessary to administer your council tax and fulfil the council’s statutory functions, and will not be used for any other purposes.

Privacy Notice – Welwyn Hatfield Borough Council is committed to protecting your privacy when you use our services. Our privacy notice explains how we use information about you and how we protect your privacy www.welhat.gov.uk/privacy-notice.

We can provide this information in different formats if needed. Please call 01707 357000 and ask for the Council Tax section or email c.tax@welhat.gov.uk