**COUNCIL TAX**

**DISREGARD FORM – DETAINEE**



Charnwood Borough Council, Council Tax Dept

Southfield Road, Loughborough, Leicestershire, LE11 2TX

Tel : 01509 634666

Email : council.tax@charnwood.gov.uk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|                        | Account No: | Property Reference: | Date: |  |
|  |       |       | 08/06/2010 |   |
|  |

This form constitutes an application under Regulation 8 & 14 of the Council Tax (Administration & Enforcement) regulations 1992 (SI 1992 No.613).

**Please read the guidance notes overleaf and the declaration below then complete and sign the form, and return it to Charnwood Borough Council,** Council Tax Dept, Southfield Road, Loughborough, Leicestershire, LE11 2TX You have advised that some or all of the residents of the address below are being held in detention. In this case they may be disregarded for Council Tax Discount purposes and you, the liable person, may be entitled to discount or exemption from your Council Tax bill. If the details are verified and discount or exemption is awarded, a revised bill will be issued. In the meantime, bills previously issued must be regarded as correct and due for payment as requested.

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| **Property Address :** **,** **,** **,** **,** **.** |

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| **How many people aged 18 or over (including yourself) live at the above address?** |  |  |

**Please give details below of anyone you wish to be considered for disregarded status (*continue overleaf if needed* ) :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name (s):** | **Date of Birth:** | **Address Where Detained:** | **Date Detained:** | **Earliest Expected Release Date:** |
|  |  |  |  |  |
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| **DECLARATION:****I declare that the information given above is correct to the best of my knowledge. I verify that I am the person responsible for the above property and hereby claim any Council Tax Discount or Exemption available as a result of this application. I undertake to advise the Revenues Manager within 21 days of any change in circumstances affecting my entitlement, or if responsibility for the property passes from me. I understand that it is a criminal offence to receive exemption or discount to which I am not entitled and I also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.** |
| **Full Name:** |  | **Date:** |  |
| **Signed:** |  | **Telephone No. – Day:** |  |
|  **Eve:** |  |

**COUNCIL TAX DISREGARD GUIDANCE NOTES**

**PERSONS IN DETENTION**

A person may be disregarded for the purposes of Council Tax Discount if he/she is detained:

1. in a prison, a hospital or any other place by order of a court;
2. under the Immigration Act 1971;
3. under the Mental Health Act 1983; or
4. under the Mental Health (Scotland) Act 1984.

A person will not be disregarded if he/she is detained:

1. for non-payment of Council Tax;
2. for default in payment of a fine; or
3. only under section 407 of the Criminal Procedure (Scotland)

**Data Protection**

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.chanwood.gov.uk/privacynotice