

Council Tax Persons in Detention Discount claim form



Revenues and Benefits Service

West Somerset House
Killick Way
Williton
Taunton
TA4 4QA

Telephone 01643 703704

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Please read these notes before you fill in the form

Your Council Tax bill assumes there are at least two adults living in your home. If only one adult lives in a property, we can reduce the Council Tax by 25%.

Some people are not counted as living in a property for Council Tax purposes, so even if there is more than one adult living in your home, you could still get a discount.

We do not count people who are **on remand** or **in prison** as living in your home for Council Tax purposes.

By 'on remand or in prison' we mean a person:

- Detained in a prison, hospital or any other place by a court order in the UK, or a standing civilian court established under the Armed Forces Act 2006; or
- Detained awaiting deportation under the Immigration Act 1971; or
- Detained in a place of safety under the Mental Health Act 1983.

We will still count someone as living in a property for Council Tax purposes if they are detained for the non-payment of fines, Business Rates, Community Charge (Poll Tax) or Council Tax.

Please fill in this form if you, or someone living with you, is, or has recently been, on remand or in prison.

How to fill in this form

Please fill in the form using **black ink**. Answer **Yes** or **No** questions by putting a tick ✓ in the relevant box. If you find it difficult to fill in the form, please telephone us on 01643 703704.

We must see evidence of the person's detention. This could be a letter from a probation officer, court officer, health worker, prison official or other official who knows about the case. They must confirm where the person is detained, the reasons why, the start date of the detention and the date of release (or likely date of release). **We cannot process your claim without this proof.**

When you have filled in the form **make sure you read and sign the declaration in Part B.**

Please return it to: Revenues and Benefits Service, West Somerset House, Killick Way, Williton, Taunton TA4 4QA.

If you would like this form translated into other languages or in Braille, large print, audiotape or CD, please contact us.

Part A. Your household

Address this claim is for

Tell us how many people over the age of 18 live in this property

Include the person who is in detention

Please tell us about the person who is on remand or in prison

Their full name

Date of birth

Tell us the start date of detention (this includes any period on remand)

Tell us the date this person was released or is expected to be released

Is this person detained for the non-payment of fines, business rates, Community Charge or Council Tax?

No

Yes

Where is this person currently in detention?

Does this person intend to return to this address on their release?

No

Yes

Part B. Declaration

Even if someone has filled in this form for you, you must sign this declaration if you can. Read this declaration carefully before you sign and date it.

- **I declare** the information I have given on this form is correct and complete.
- **I agree** to tell the Council within 21 days of any change in my circumstances that may affect my claim for this discount or my right to this discount.
- **I understand** you could add a penalty of £70 to my Council Tax bill if I fail to tell you of a change affecting my right to this discount within 21 days, or if I give wrong or incomplete information.

Your signature

Date

Your full name

If you are not the Council Tax payer for this property, please tell us your full name, address and why you have completed this form

Daytime telephone number or E-mail address

West Somerset Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.