

COUNCIL TAX APPLICATION: IMPRISONED OR DETAINED

In specific situations, a person who is imprisoned or detained may be excluded from the calculation of the number of adult residents at a property. If there is only one adult resident, or the count reduces to one or zero after accounting for disregarded individuals, a Council Tax discount may be applicable. However, individuals serving sentences for non-payment of fines or non-payment of Council Tax will not be disregarded.

If you think that a discount or exemption may be applicable, please complete this form and submit it to the address at the bottom of this letter or email a copy to counciltax@milton-keynes.gov.uk. Please ensure Part 4 is completed by the establishment where person is detained. Should the application be successful, a discount will be shown on your Council Tax Bill. **Please complete all parts in BLOCK CAPITALS**

PART 1 - Applicant (the person liable to pay the Council Tax)

Name:

Address:

Council Tax Reference:

Contact Number:

Email Address:

Total number of adult residents in the property (aged 18 or over):

PART 2 – Grounds for Application

Name of person which the reduction relates to (if different):

Name and address of the place of detention:

Please turn over to continue application >

Has the person for whom this application is made for been detain under one of the following situations (please tick the relevant box):

- Detained in prison or hospital by order of a court
- Detained prior to deportation
- Detained under the Mental Health Act 1983
- Subject to military imprisonment

Date taken into custody:

Prison Reference Number:

Anticipated date of release:

Has the person for whom this application is made for been detained for non-payment of a community charge, Council Tax or a fine:

Yes

No

PART 3 – Declaration

I confirm that the information given on this form is correct. I understand to notify the Council immediately if I am no longer eligible for the discount or exemption granted in respect of this application and that failure to do so may result in a £70 penalty being incurred.

Signature:

Date:

Please ensure part 4 is completed by the establishment where the person is detained >

PART 4 – Declaration from the establishment where person is detained

TO BE COMPLETED BY THE ESTABLISHMENT WHERE THE PERSON IS DETAINED ONLY

I confirm that, (name) is/was held in detention at this Establishment.

Name of Establishment:
.....

Date taken into custody:
.....

Earliest anticipated or actual date of release:
.....

The person has not been detained solely because of conviction for non-payment of a community charge, Council Tax or a fine (please tick if applicable):

Form completed by (IN CAPITALS):
.....

Establishment Address:
.....

Establishment Stamp:

STAMP HERE

Signed: Dated:

Council Tax Data Protection Privacy Notice

To find out more about how we use your personal data please visit <https://www.milton-keynes.gov.uk/benefits-council-tax/council-tax-privacy-notice>

Please return your completed application by post to the address below or email a copy to us at counciltax@milton-keynes.gov.uk.