

Any enquiries about this application should be made to the Council Tax
Discount Section at the above address or :-
Telephone (01422) 393642



Date _____

Property Reference Number _____

SECTION A	EXPLANATORY NOTES
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Council Tax is made up of a property element of 50% and a personal element of 50%. The personal element assumes that there are two persons over the age of 18 (adults) living in the property. If there are more than two adults resident the bill is not increased, however, if there are less than two residents the bill may be reduced.

1. For discount purposes certain groups of people are ignored (disregarded) when counting the number of adults in the household.
This means that in certain circumstances a household with two or more resident adults may still qualify for a discount providing that all of them (or all but one of them) fall into one of the classes shown in Section D overleaf.
2. If there are two or more residents in the property aged 18 or over who are not entitled to a status discount then no discount can be allowed.
3. A person can qualify for a status discount if :
 - (a) he or she has been held in detention for more than 48 hours.
 - (b) he or she is not under open arrest.
 - (c) He or she is not in detention for non payment of a fine or the Council Tax

When you have filled in the details in section B please read and sign the declaration (Section C) and then send the form back to the above address as soon as possible.

SECTION B	APPLICATION DETAILS (Please complete in Block Capitals)
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Applicant's Name _____ Reference Number (shown on the bill) _____

Address _____

Telephone Number for contact _____

How many people aged 18 or over (including yourself) usually live in the property?

How many of those people are eligible for a status discount? (see Section D overleaf)

Name of person in detention _____

Name of the prison _____ Prisoner Number _____

Prison Address _____

SECTION C	DECLARATION
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As far as I know all the information I have given is accurate and true. I agree to tell the Council immediately if the circumstances change or I think that any reduction given as a result of this application should not apply.

Name _____ Signed _____ Date _____

**COUNCIL TAX
APPLICATION FOR A STATUS DISCOUNT
A PERSON IN DETENTION**

SECTION D

PERSONS ELIGIBLE FOR STATUS DISCOUNT

The following are categories of people who qualify for a 'status' discount. If you think that anyone else living at the property may qualify you can download a copy of the application form from the internet. Alternatively, please put a tick in the appropriate box below and an application form will be sent to you.

- Persons in detention
- The Severely Mentally Impaired (**Application form not available on the Internet**)
- Persons over 18 in respect of whom child benefit is payable
- Students
- Apprentices
- Student Nurses
- Youth Training Trainees
- Hospital Patients
- Patients in Nursing or Care Homes
- Carers
- Residents of Hostels
- Members of Religious Communities
- Members of International Headquarters and Defence Organisations
- Persons with a relevant association with a visiting force

Please note: Any data held by the authority in respect of an application for any reduction in Council Tax may be used for cross-system and cross-authority comparison purposes for the prevention and detection of fraud.

SECTION E

FOR OFFICIAL USE

Letter of confirmation sent to the prison: (Date) _____

Letter of confirmation received from the prison: _____

Discount granted from: _____

Discount granted to (if necessary): _____

Comments:

Processed By _____ Code _____ Date _____