

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX200027 Twickenham Tel: 020 8891 7724  
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: [revben@richmond.gov.uk](mailto:revben@richmond.gov.uk)  
Web site: [www.richmond.gov.uk/finance](http://www.richmond.gov.uk/finance)

Your postal address:	Address of property if different to postal address:
	Council Tax account number (if known):

### COUNCIL TAX DISCOUNT APPLICATION PEOPLE IN DETENTION

You have indicated that there is someone who normally lives in your home who should not be counted for Council Tax purposes. For a discount to be considered you must provide the information below, sign the declaration and return this form to the Council Tax Office.

1. Please give the number of people aged 18 years and over who normally live in your home including anyone who may qualify for a discount:

**Please read the attached information leaflet before you fill in the rest of this form.**

2. Details of person in detention:

Full Name:	Date of Birth:
Name and Address of place of detention:	
Date taken into custody:	Anticipated date of release:
Prison reference number if known:	

3. I declare that the information I have given is correct to the best of my knowledge:

Name:	Signature:	Date:
Daytime contact number:		

The information you give will only be used for the purposes of Council Tax and Benefits administration. The Council Tax Office may need to check the information given.

**YOU MUST TELL THE COUNCIL TAX SECTION OF ALL CHANGES WHICH MAY AFFECT YOUR  
RIGHT TO A DISCOUNT**

## Your Council Tax bill

Council Tax is based on 2 or more people aged 18 or over living in your home. If you are the only person living in your home, we can reduce your bill by a quarter. If nobody lives in your home, we may be able to reduce your bill

Some people are not counted as living in your home when we work out your Council Tax bill. These people are **disregarded**. So even if there are two or more people living in your home, if some or all of you are disregarded we may be able reduce your bill.

## How to apply for a discount

*People are not automatically disregarded.*

If you think that somebody in your home should be disregarded, please contact us for an application form. You will need to fill in a separate application form for each person.

If you qualify for a discount we will send you an amended bill. If we cannot reduce your bill we will write to you telling you why we have not been able to do so.

*Disregard type 1*

### **Prisoners**

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We do not count people who are detained :

- in prison, hospital or some other place by order of Court; or
- under the Mental Health Act 1983; or
- under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957: or
- awaiting deportation under the Immigration Act 1971.

These people will be disregarded.

You must tell us when the person is released as this may affect the discount.

We **do** count people as living in a home if they are in custody for not paying fines or for not paying Council Tax, or they are in police custody before their first appearance in court. They will not be disregarded.

If the property has been left empty by a prisoner you may not need to pay anything. There is more information in the Exemption information leaflet. You can get a copy from any of our offices.