

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX2000027 Twickenham Tel:020 8891 1411
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

Properties Left Empty By Prisoners D

Your postal address:	Address of property if different to postal address: Council Tax Account Number (if known):
----------------------	---

I have been notified that the above property may be exempt from Council Tax. For an exemption to be considered you must complete, sign and return this form to the Council Tax Office.

Please read the attached guidance notes before you fill in the rest of the form.

1. Is there anyone living in the above property ?	Yes	No	
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
If YES , how many people aged 18 or over, live there?, and when did they move in?	<input style="width: 40px; height: 20px;" type="text"/>	day	month
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	year
If No, when did the property become empty?	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2. Is the owner /tenant in detention ?	Yes	No	
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
3. Did the owner/tenant previously live in the property?	Yes	No	
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
4. Please provide an address, other than the property, at which you may be contacted, if not above	<input style="width: 100%; height: 20px;" type="text"/>		

5. Please enter below details of the owner who is in detention

Full Name:	Date of birth and / or prison Number (if known):
------------	--

Name and address of place of detention:

Date taken into custody:	Anticipated date of release:
--------------------------	------------------------------

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

Name:	Signature:	Date:
-------	------------	-------

If you are not the person in detention, please give your relationship to that person:

The information you give will only be used for the purposes of Revenues & 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.
Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.**

Exempt Properties

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

How to apply for an exemption

Exemptions are not given automatically.

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

Exemption type D

Homes left empty by prisoners

A home is exempt when:

- it is unoccupied; **and**
- the tenants or owners are in detention, **and**
- the tenants or owners previously lived in the home or would live there if they were not detained.

People in detention are:

- o held in prison, hospital or elsewhere by order of a court; **or**
- o detained before deportation (Immigration Act 1971); **or**
- o detained under the Mental Health Act 1983; **or**
- o detained under the Army Act 1955, Air Force Act 1955 or Naval Discipline Act 1957.

A home is not exempt if the tenants or owners are serving a sentence for not paying fines or Council Tax.

The exemption lasts for as long as the property remains empty and the tenants or owners are in prison.

You must tell us about any changes that would mean that the property is no longer exempt. For example if the prisoner is released, or someone moves into the property or it is sold or leased to someone else.