



County Treasurer
Revenues & Benefits Services

	Your Ref:	
	Our Ref:	
	Please ask for:	Council Tax
	Telephone:	01432 260360
	Fax:	01432 260484
	E-mail:	counciltax@herefordshire.gov.uk

Application for Council Tax Discount (Persons in detention)

COUNCIL TAX ACCOUNT NUMBER: _____

Before filling in this form please read the notes below.

A discount can be granted if there are fewer than two adults living in a property. When counting the number of adults, any person legally detained may be disregarded.

To claim a discount; the applicant should complete the form below in **CAPITAL LETTERS** and return it to: **The Council Tax Department, Herefordshire Council, P.O. Box 224 Hereford, HR1 2XW**

If you would like more information, advice or help with the form please contact the Council Tax Department at the above address, by email or on telephone number **(01432) 260360**. Telephone lines are open from 8:45 a.m. until 5:15 p.m. from Monday to Wednesday, from 8:45 a.m. until 4:00 p.m. on Thursday, and 8:45am until 4:45pm on Friday.

A. APPLICANT

(Must be a person liable to pay the Council Tax for the property)

Full name: _____

Address of the property (that the discount is being applied for):

Please state the total number of people, aged over 18, who live in the property. _____

B. PERSON TO BE DISREGARDED (DETAINED IN PRISON OR PLACE OF SAFETY) (Must live in the property where the discount is being claimed)

Full name: _____ Date of birth: _____

Place of detention: _____

Start date of detention: _____

Anticipated date of release: _____

Prison Number (If known): _____

APPROPRIATE DOCUMENTARY EVIDENCE SHOULD BE ENCLOSED IN SUPPORT OF THIS APPLICATION

C. DECLARATION BY APPLICANT

I declare that the information given in this form is correct to the best of my knowledge and belief and that appropriate evidence is enclosed. I understand that I must advise the Council at once if any of the circumstances change.

Signed: _____ Date: _____

NOTES FOR THE APPLICANT

1. Under Schedule 1 of the Local Government Finance Act 1992 a person shall be disregarded for the purposes of discount on a particular day if he or she is:-
 - a) Detained in prison, hospital, or some other place by order of a Court.
 - b) Detained pending deportation under the Immigration Act 1971.
 - c) Detained in a place of safety under the Mental Health Act 1983.
 - d) Detained under a warrant issued under the Repatriation of Prisoners Act 1984.
 - e) He is imprisoned, detained, or in custody under the Army Act 1955, The Air Force Act 1955, or the Naval Discipline Act 1957 (provided he is not in custody under open arrest and the custody forms part of a continuous period exceeding 48 hours during which he is under arrest).
2. A person SHALL NOT be disregarded for the discount purposes if he or she is:-
 - a) Detained for non-payment of Council Tax
 - b) Detained for default in payment of a fine under the Magistrates Court Act 1980, or the Criminal Justice Act 1982.
3. You do not have to complete this form unless you wish to claim a discount but if you provide false information you may be subject to a penalty of £50 and prosecution under the Theft Act 1978.
4. Any information provided will be treated in the strictest confidence but may be stored on computer and is therefore subject to the provisions of Data Protection legislation.

County of Herefordshire District Council

Taxation Section, Revenues and Benefits Services, P.O. Box 224, Hereford, HR1 2XW

Main Switchboard (01432) 260000