

**APPLICATION FOR EXEMPTION / DISREGARD FROM COUNCIL TAX
DUE TO BEING IN DETENTION**

Please read the guidance notes overleaf and if you believe you are eligible for a property exemption / disregard discount complete this application form in full using black ink and return it to the address below.

Failure to provide any of the information requested may result in unnecessary delays.

Account or property reference (if known):	
Full name of applicant (detainee, or other party; i.e. partner):	
Date of Birth: / /	National Insurance Number:
Full address of property for which exemption / disregard is being claimed:	
Full name and address of place of detention:	
Full name of person in detention (detainee):	
Custody reference (if applicable):	
Date the detainee was taken into custody:	/ /
Date the detainee anticipates being released:	/ /
Full address the detainee will move to upon release:	

Please continue overleaf.../

Are there any adults who remain resident in the property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
What are the full names and dates of birth of all the residents?		
1.	/	/
2.	/	/
3.	/	/
4.	/	/
5.	/	/

IF YOU HAVE COMPLETED THIS APPLICATION FORM ON BEHALF OF THE LIABLE PERSON, PLEASE PROVIDE YOUR FULL NAME AND RESIDENTIAL ADDRESS:

Relationship to the detainee:

Daytime telephone number:

Email address:

Do you wish to receive your bills by email? YES [] NO []

*Not compulsory but may help if we have any queries.

DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED

Full name:	Signed:
	Date: / /

Guidance Notes

An exemption / disregard discount is given for people in detention in any of the following categories:

- Those detained in prison, hospital or some other place by order of a Court.
- Those detained pending deportation under the Immigration Act 1971.
- Those detained in a place of safety under the Mental Health Act 1983.
- Those detained under a Warrant issued under the Repatriation of Prisoners Act 1984.
- Those imprisoned, detained or in custody under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957; (provided he / she is not in custody under open arrest and the custody forms part of a continuous period exceeding 48 hours during which he / she is under arrest).

However, the exemption / discount does not apply if a person is detained under section 76 of the Magistrates Court Act 1980, or section 9 of the Criminal Justice Act 1982, for default in payment of a fine or Council Tax.

An exemption is granted for an unoccupied property that was previously the sole or main residence of a person now detained in prison or hospital as above. If 2 or more adults remain in the property no discount will be applicable.