



Bedford Borough Council

LOCAL TAXATION OFFICE BOROUGH HALL
CAULDWELL STREET BEDFORD MK42 9AP
Telephone Bedford (01234) 718097

Email: localtax@bedford.gov.uk Web: www.bedford.gov.uk

For Office Use					LDISCOUNT		
PROPREF							
PIN							

COUNCIL TAX DISCOUNT/EXEMPTION APPLICATION PERSONS IN DETENTION

Please read the notes overleaf before completing this form.

To apply for a discount or exemption in respect of a person in detention, please complete this form using CAPITAL LETTERS and then return it to the Council. An application may be made on behalf of the liable person. PLEASE NOTE, you will not qualify for a discount if there are two or more adults (aged 18 and over) resident in the property who do not fall into any of the discount categories listed overleaf. There is, therefore, no requirement for you to complete this form. An exemption will only be applicable if the disregarded person is the only resident in the dwelling.

A	Full name and address of Council Tax payer
Name:	
Address:	

B	(i) How many adults reside in the dwelling?		See note 1
	(ii) The date from which the number of adults at B (i) became applicable	/	/

C	How many adults in the dwelling fall to be disregarded? (include anyone already disregarded who is still resident)		See note 2
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D	Full name and usual home address of PERSON IN DETENTION	Date of birth
Name:		/ /
Address:		

E	Name and address of PLACE OF DETENTION
Name:	
Address:	

F	Date taken into custody	/ /
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G	Anticipated release date	/ /
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H	Does the sentence result from non payment of a fine or Council Tax	Yes/No
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I	Name of any persons aged 17 years, resident in the property	Date of birth
		/ /
		/ /

Continued...

J Declaration

As far as I know all the information I have given is accurate and true.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information given. I undertake to notify the Local Taxation Office when the sentence is completed or if detention ceases before the date indicated on this form.

I also undertake to notify the Local Taxation Office of any change in the number of adults resident at the property in respect of which the discount or exemption is claimed. I understand that failure to notify the Council of any change that may affect the entitlement to the discount within 21 days may result in a penalty being incurred by me

Your Signature Date

If the application is made on behalf of the liable person please state the capacity in which signed

Capacity in which signed..... Name

Address.....

Daytime Telephone No Email.....

(You do not have to give a telephone number or email but it would be helpful if you did in case we need to contact you).

DATA PROTECTION

Personal information held for Council Tax purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Council Tax purposes within this Authority for data matching purposes. It may also data match information provided for Council Tax purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

Notes

Note 1 Include everyone who is aged 18 at the date of this application. You should count all adults who occupy the dwelling.

Note 2 The following people are entitled to be disregarded for discount purposes:

- 1 Prisoners
- 2 Severely mentally impaired
- 3 People over 18 in respect of whom Child Benefit is payable
- 4 People 18 and 19 years old on further education courses which are not job related
- 5 Hospital patients
- 6 Patients in care homes
- 7 Care workers
- 8 Residents of certain hostels
- 9 Members of international headquarters and defence organisations
- 10 Members of religious communities
- 11 Students, including student nurses
- 12 Apprentices
- 13 Members of a visiting armed force
- 14 Youth Training Trainees

Note 3 In respect of a person in detention they are disregarded for Council Tax discount purposes if they fulfill any one of the following categories:-

- (a) Detained in prison, hospital, or some other place by order of a court (those serving sentences for non payment of fine or Council Tax will not be disregarded).
- (b) Detained pending deportation under the Immigration Act 1971.
- (c) Detained in a place of Safety under the Mental Health Act 1983.
- (d) Imprisoned, detained or in custody under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957 (provided that, in the case of a person in custody under arrest, the arrest subsists of a period exceeding 48 hours and they are not under open arrest).