

Letters to: Local Taxation Service, PO Box 10505, Wood Green, N22 7WJ

Tel: 020 8489 1000

www.haringey.gov.uk

email: council.tax@haringey.gov.uk



APPLICATION FOR REDUCTION – PERSONS IN DETENTION

Please read the information on page 2 before completing this form.

You should complete this application in respect of any person who you consider should be disregarded, in the assessment of Council Tax discounts / exemptions, because they are Persons in Detention.

| | | | | |
|--|----------------------|----------------------|----------------------|---------------------------------|
| Council Tax Reference Number | | | | |
| Name of Taxpayer(s) | | | | |
| Address of Property | | | | |
| Telephone number | | | | |
| Email address | | | | |
| Total Number of Adults in the property | | | | |
| Full name of person(s) in detention | Date of birth | Institute ref | Date detained | Anticipated release date |
| | | | | |
| | | | | |
| | | | | |
| Name and address of place of detention: | | | | |
| | | | | |
| You must notify the Council immediately the above details change | | | | |
| Declaration | | | | |
| I declare the details given in this application are to the best of my knowledge, true and accurate and the Council may verify this information from appropriate sources. | | | | |
| Signed | | Date | | |

This authority is under a duty to protect the public funds which it administers, and to this end may use information held about you for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

PERSONS IN DETENTION

The full Council Tax assumes that there are 2 adults residing in a dwelling. However, for Council Tax purposes certain people will not be counted when looking at the number of adults.

The effect of disregarding certain adults may be to reduce the Council Tax bill by 25% or 50%.

EXAMPLE 4 adults residing in a property

| | |
|---------------------------------------|--|
| one person in disregarded category | 100% charge as there are still more than 2 adults to be counted. |
| two persons in disregarded category | 100% charge as there are still 2 adults to be counted. |
| three persons in disregarded category | 75% charge as only one adult is to be counted. |
| four persons in disregarded category | 50% charge as there are no adults to be counted. |

Below are answers to some questions about who should be disregarded under this category, for the purpose of assessing Council Tax discount.

Q. Why is the length of the period of detention relevant?

A. If the period of detention is relatively short (e.g. under 12 months) the person is likely to be disregarded for discount purposes. Whereas if the period of detention is longer the Council may consider that the person's place of residence has changed. Although the amount of any discount given would be the same, the Council's records must show correct details.

Q. Is it only people in prison who can be disregarded?

A. No. Anyone who is detained under any of the situations detailed below can be disregarded for Council Tax discount purposes:

- (i) detained in a prison, hospital or other place by order of a Court
- (ii) detained pending deportation under the Immigration Act 1971
- (iii) detained under relevant parts of the Mental Health Act 1983
- (iv) detained under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957.

BUT: Those serving sentences for non-payment of fines and for non-payment of Council Tax will not be disregarded.

Q. Do I have to provide evidence of the period of detention?

A. No. The Council will contact the place of detention direct in order to verify information.

Q. How do I apply?

A. Complete all parts of the form overleaf and return it without delay, to the address shown. Once it has been assessed you will be notified of the Council's decision.

Q. For how long will the discount be allowed?

A. For as long as there are less than two adults in the property who are not disregarded. *If there is any change in circumstances then you must notify the address shown overleaf.* Failure to do so may result in a penalty being imposed.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

Other Council Tax queries?

Please contact the office as detailed on page 1.