

APPLICATION FOR REDUCTION – PERSONS IN DETENTION

You should complete this application in respect of anyone who you believe should be disregarded for the purpose of Council Tax discounts / exemptions because they are being detained.

Council Tax Reference Number	
Address of property	
Contact telephone number	
Email address	
Full name of person in detention	
Date of birth	
Date of detention	
Expected date of release	
Are you the owner or tenant of the property	Owner / Tenant
If you are a tenant, please provide the full name and address of your landlord	
Is the property still occupied	Yes / No
Number of remaining occupiers	
Full name of any remaining occupiers	
Name and address of place of detention	
Institute Reference	

You must notify the Council immediately if any of 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.