



**NORTH WARWICKSHIRE BOROUGH COUNCIL  
THE COUNCIL HOUSE, SOUTH STREET,  
ATHERSTONE, WARWICKSHIRE, CV9 1DE**

TELEPHONE: (01827) 719357  
E-MAIL council tax@northwarks.gov.uk

## APPLICATION FOR COUNCIL TAX DISCOUNT – DETAINEE

This form constitutes an application under Regulations 8 and 14 of the Council Tax (Administration & Enforcement) Regulations 1992 (SI 1992 No. 613).

**Please read the guidance notes overleaf and the declaration below then complete and sign the form, if appropriate, and return using the envelope provided.** You have advised that some or all of the residents of the address below are being held in detention. In this case they may be disregarded for Council Tax Discount purposes and you, the liable person, may be entitled to discount or exemption from your Council Tax bill. If the details are verified and discount or exemption is awarded, a revised bill will be issued. In the meantime, bills previously issued must be regarded as correct and due for payment as requested.

**Full Property Address :**

Including yourself and any people named below, how many people aged 18 or over live at the above address?

Please give the details below of anyone you wish to be considered for Council Tax disregarded status.

Forename(s)	Surname	Address where detained	Date detained	Earliest expected date of release

**DECLARATION:**  
I declare that the information given above is correct to the best of my knowledge. I verify that I am the person responsible for the above property and hereby claim any Council Tax Discount or Exemption available as a result of this application. I undertake to advise the Director of Finance within 21 days of any change in circumstances affecting my entitlement, or if responsibility for the property passes from me. I understand that it is a criminal offence to receive exemption or discount to which I am not entitled and I also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.

**Signed :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Name :** \_\_\_\_\_ **Telephone - Day:** \_\_\_\_\_  
**Evening:** \_\_\_\_\_

**e-mail:** \_\_\_\_\_

# **COUNCIL TAX DISREGARD GUIDANCE NOTES**

## **PERSONS IN DETENTION**

A person may be disregarded for the purposes of Council Tax Discount if he/she is detained:

- a) in a prison, a hospital or any other place by order of a court;
- b) under the Immigration Act 1971;
- c) under the Mental Health Act 1983; or
- d) under the Mental Health (Scotland) Act 1984.

A person will **not** be disregarded if he/she is detained:

- a) for non-payment of Council Tax;
- b) for default in payment of a fine; or
- c) only under section 407 of the Criminal Procedure (Scotland)