



COUNCIL TAX DISCOUNT APPLICATION FORM - PERSONS DETAINED / IN PRISON

Address of Property to which this application relates:	
Name of Council Tax Payer:	
Council Tax Account Number (if known):	

This application must be completed by the Council Tax Payer for the property to which it relates.

To help us determine your entitlement to a reduction under this application, please could you answer the following questions:-

1) Please tell us the name of the person that was resident in your home that has been imprisoned /detained?

2) Please tell us the date that the person was imprisoned/detained.

3) Is the property to which this application relates now unoccupied?

If yes, please go to question 5; otherwise please continue to question 4.

4) Please state the full names and status of those people over 18 who are currently living at the property to which this application relates.

Name of Occupier	Status e.g. tenant/owner/lodger

5) If the person imprisoned / detained was formerly a tenant of the property to which this application relates, please tell us the name and address of their landlord?

6) If the property to which this application relates was owned by the person imprisoned / detained, please tell us who is now dealing with the detained person's affairs?

Name	Address

7) Is the person imprisoned / detained for non-payment of a fine or Council Tax?

Yes

No

8) What is name and address of the institution where the person is imprisoned / detained?

Name	Address

9) When is the person imprisoned / detained due to be released (if known)?

10) What is the first possible parole date?

Please note:-

- Making an application for a discount or exemption is not grounds for withholding payment. Payment must continue to be made in accordance with the last Council Tax bill sent to you and until you receive a revised bill showing any entitlement to a discount or exemption from this application.
- Discounts or exemptions will not be granted retrospectively, other than in exceptional circumstances.
- If the required documentary evidence is not provided with your completed form, your application will not be processed until it is received.

DECLARATION

By signing this form I declare the following:

That the information on this form is correct and complete to the best of my knowledge and belief. I understand that it is a criminal offence for which I may be

prosecuted make a statement that I know to be incorrect or to provide documentation that is false. I also understand that it is an offence to fail to disclose information to the authority where the law requires it, after this form is complete.

If a discount or exemption no longer applies I will notify the council within 21 days of this occurring.

This authority is required by law to protect the public funds it administers. We may share information you provide with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also share information you provide to a Specified Anti-Fraud Organisation (SAFO) for the purposes of preventing and detecting fraud. For further details on this please visit www.harrow.gov.uk/privacy and select Corporate Anti-Fraud Team.

Full Name:
Signature:
Date:

It would help if you could supply daytime contact details in case we need further information.

Email address:	<input type="text"/>
Telephone number:	<input type="text"/>
Contact address:	<input type="text"/>

To submit your application you will need to:

1. Scan the completed form and relevant documents using either a scanner or taking a picture of it using your mobile phone.
2. Send the scanned/pictured image to your computer eg by email or text
3. Answer all the questions and then attach the image at www.harrow.gov.uk/evidenceform

Address Harrow Council, Council Tax, PO Box 731, Harrow, HA3 3RG

Web www.harrow.gov.uk