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Your Ref/Eich Cyf

Our Ref/Ein Cyf

Pending

Date/Dyddiad

Dear Sir/Madam,

COUNCIL TAX - APPLICATION FOR PERSONS TO BE DISREGARDED FOR DISCOUNT PURPOSES
PERSONS IN DETENTION

In response to your request I enclose an application form for a person to be disregarded from your household. This form must be completed by or on behalf of the person who is liable to pay Council Tax.

A person can only be disregarded where their sole or main residence has not changed but is detained:

- (i) In a prison, hospital or other place by an order made by a UK Court or an order of a Standing Civilian Court under the Armed Forces Act 1976,
- (ii) Under the Immigration Act 1971 or the Mental Health Act 1983 or the Mental Health (Scotland) Act 1984.

The person will continue to be disregarded during any period that they are temporarily released from prison unless they have been released on parole or licence. However, if the person is detained:

- (i) for non payment of Council Tax, or
- (ii) non payment of a fine,

the disregard will not apply.

A person who is detained, imprisoned or in custody under the Army Act 1955, Air Force Act 1955 or the Naval Disciplinary Act 1957 will be disregarded provided they:

- (i) are not in custody under open arrest, and
- (ii) the period of custody etc. exceeds 48 hours, and
- (iii) they are under arrest for the whole of the period.

REMINDER - Single person discount can only be awarded where one person remains liable after others have been disregarded, e.g. in a three adult household two have to qualify to be disregarded before a discount can be awarded.

Yours faithfully

W J Carpenter
Council Tax and NNDR Manager

PART A - Applicant's Name:
(must be person liable for Council Tax)

Relationship to person in detention:

Address:

..... Post Code:

Number of residents over the age of 18 living in the dwelling:

Names and dates of birth of any residents between ages of 16 and 18 years:

NAME	DATE of BIRTH
...../...../.....
...../...../.....
...../...../.....

PART B - Full Name of Person in Detention:

Home Address:

..... Post Code:

Name and Address of Places of Detention:

.....

Date of Birth:/...../..... Prison Service Number:

Date Taken into Detention:/...../..... Anticipated Date of Release:/...../.....

PART C - DECLARATION I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorize the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.

Signed: Tel No:

Mr Mrs Miss Ms (*You are not obliged to provide your telephone number, but it may assist in dealing with your application more speedily in the event of a query).

Full Name: Date:/...../.....
(Block Capitals)

WARNING – GIVING FALSE INFORMATION MAY RESULT IN PROSECUTION

Data Protection Act 1998
The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Work and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 815588 or e-mail foi@caerphilly.gov.uk.

Correspondence may be in any language or format – *Gallwch ohebu mewn unrhyw iaith neu fformat*
www.caerphilly.gov.uk

PLEASE RETURN THIS FORM TO: The Council Tax Section,
Caerphilly County Borough Council,
Penallta House, Tredomen Park
Ystrad Mynach,
Hengoed. CF82 7PG.