

Someone in your household is detained: Council Tax discount or exemption application form

You may get an exemption if the property you live in becomes empty because you have been detained.

You may get a discount if someone in your household has been detained and you are now the only adult living in the property.

You cannot get a discount or exemption if someone's detained in police custody before their first court appearance or for non-payment of Council Tax or a fine.

Proof you need to send with this application form

We need a letter or email from the prison service confirming information about the person who's detained. It must include:

- the full name and address of where the person is detained
- their prisoner or identification number
- the date they went into detention
- the earliest possible release or deportation date

If you're completing this form on behalf of the person who's in prison, we also need a copy of our Council Tax authority to discuss form. You can download the form at:

royalgreenwich.gov.uk/council-tax-permission

Warning: You must pay Council Tax while you wait for us to decide if you're eligible for a discount. If you do not pay, we'll start the Council Tax recovery process.

Someone in your household is detained: Council Tax discount or exemption application form

1. About your eligibility for this discount or exemption

I or the person detained is detained:

Condition	Date of detention
<input type="checkbox"/> in prison or hospital by order of a court	DD/MM/YYYY
<input type="checkbox"/> under the Mental Health Act 1983	DD/MM/YYYY
<input type="checkbox"/> under the Deportation Provision of Immigration Act 1972	DD/MM/YYYY
<input type="checkbox"/> in custody or imprisoned for more than 48-hours under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957	DD/MM/YYYY

2. About the Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Full name of the Council Tax payer
Full address of the property you're applying for	

3. About the person who has been detained

Full name		Date of birth	
		DD/MM/YYYY	
Name and address where detained		Prisoner or identification number	
Daytime phone number		Email address	

Someone in your household is detained: Council Tax discount or exemption application form

4. Representative details

Tell us your details if you are completing this form on behalf of the person who is detained. For example, you have authority.

We cannot discuss a Council Tax account with anyone not named on the bill. Use our 'Authority to Discuss' form for the bill payer to give us permission and send it with this application. Download the form at: royalgreenwich.gov.uk/council-tax-permission

Full name		Address (if different to the person being detained)	
Daytime phone number		Email address	
Should we send future correspondence to the representative?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. About the household

Is the property currently empty or occupied?	<input type="checkbox"/> Empty	<input type="checkbox"/> Occupied
--	--------------------------------	-----------------------------------

a) If the property's empty

Date the property became empty	DD/MM/YY		
Is it empty furnished or unfurnished?	<input type="checkbox"/> Furnished	<input type="checkbox"/> Unfurnished	
Date you bought the property (if applicable)	DD/MM/YYYY		
Date your tenancy started (if applicable)	DD/MM/YYYY		
If rented, tell us your landlord or managing agent details			
Full name		Address	
Daytime phone number		Email address	

Someone in your household is detained: Council Tax discount or exemption application form

b) If the property's occupied

We need details of everyone living in the property.

Number of people living in the property (including the person who's detained)				
Full name	Date of birth	Date moved in	Is this person detained?	
1)	DD/MM/YYYY	DD/MM/YYYY	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2)	DD/MM/YYYY	DD/MM/YYYY	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3)	DD/MM/YYYY	DD/MM/YYYY	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. Proof required

I have included a letter or email from the prison service confirming information about the person who's detained	<input type="checkbox"/> Yes
I have included a completed Authority to Discuss form (if applicable)	<input type="checkbox"/> Yes

7. Declaration

You must read and agree to the terms and conditions of this discount or exemption.

By applying, you confirm that:

- the information you've given on this form is correct and complete
- you agree to tell us straight away about any change in your circumstances that may affect your entitlement
- you acknowledge that providing false information or failing to tell us about a change in your circumstances for the purpose of claiming or retaining a Council Tax reduction or discount is an offence that could result in the Royal Borough of Greenwich issuing court proceedings against you
- you understand that we have a duty to protect the public funds we administer. We may use the information you've provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments

Someone in your household is detained: Council Tax discount or exemption application form

☐ I confirm I have read, understood and agree to comply with the declaration above.

Full name (use capital letters)	Signature	
Daytime phone number	Email address	Date
		DD/MM/YYYY

Send every page of this form, with your proof, to us by email or post to:

Email: counciltax@royalgreenwich.gov.uk

Royal Borough of Greenwich
Revenues Service
The Woolwich Centre
35 Wellington Street
London SE18 6HQ

What happens next

It can take up to 21 days for us to process your application and decide if you're eligible.

We may ask you for more proof. If you're eligible, we'll send you an updated bill.

You must tell us within 21 days about any change in your circumstances that may affect your entitlement to a discount or exemption. If you do not tell us, you could get a £70 fixed penalty.

Appeal a decision

If you're not happy with our decision you can appeal to us in writing within 28 days. Find out how to appeal, at: royalgreenwich.gov.uk/appeal-council-tax

Someone in your household is detained: Council Tax discount or exemption application form