

## Council Tax – Discount or Exemption for Detained in Prison or under Mental Health Act

For Council Tax purposes, a person detained in prison or under the Mental Health Act may qualify.

### Who can apply

A representative of or the person liable to pay the Council Tax can apply.

### When a discount is awarded

A discount may only be awarded if there are less than two adult occupants (18 years and over) in a property. A severely mentally impaired person is not counted when calculating the number of occupants. Should this result in there being only one occupant a discount of 25% of the Council Tax bill may be given.

### When an exemption is awarded

An exemption may be awarded when the only adult occupier or all other occupiers are detained in prison or under the Mental Health Act.

### Eligible criteria

To apply, you must be detained:

- in prison or hospital by order of a court
- under the Mental Health Act 1983
- under the Deportation Provision of Immigration Act 1972
- imprisoned or in custody for more than 48 hours under the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957

You cannot apply if the person is:

- in police custody before their first court appearance
- detained for non-payment of Council Tax or a fine

### What happens next

Once we receive your application with the supporting evidence, we will assess it and if you are successful, we will send you an adjusted Council Tax bill.

### Appeals

If we decide not to award a discount, you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However, you may not appeal against the amount of the discount.

### Warning

You must continue to pay Council Tax whilst you wait for us to tell you if you are eligible for a discount. If you do not pay, we will start the Council Tax recovery process.

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.

**Please read the Guidance Notes overleaf before completing this form.**

The person responsible for paying the Council Tax or their representatives should fill in the form.

Council Tax account number	Date of claim for discount/exemption
	DD/MM/YYYY
Full name of the Council Tax Payer	Full address of property you are applying for

**SECTION 1 – RESIDENTIAL DETAILS**

Is the property occupied?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details of all occupiers over 18 years who live at the property			
Full name		DOB	Date moved in
		DD/MM/YYYY	DD/MM/YYYY
		DD/MM/YYYY	DD/MM/YYYY
		DD/MM/YYYY	DD/MM/YYYY
		DD/MM/YYYY	DD/MM/YYYY
Is the detained person a tenant?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide full details of the landlord or agents			
Name		Address	
Mob/Tel No		Email	
Is the tenancy surrender/ended?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is the date		DD/MM/YYYY	
If the property is owned, who is dealing with the detained person's affairs?			
Name		Address	
Mob/Tel No		Email	

**SECTION 2 – DETAINEE DETAILS**

Full name (of person detained)		Date of Birth (of person detained)	
		DD/MM/YYYY	
Date detention started?		DD/MM/YYYY	
Date detention expected to end?		DD/MM/YYYY	
Name of where person detained		Address of where person is detained	
Contact details for institution holding the detained person			
Mob/Tel No		Email	
What is the prisoner reference number?			

**DECLARATION**

I confirm that the information I am about to provide is correct. I understand that any reduction will only be awarded on the basis of my current circumstances, and I will notify Royal Borough of Greenwich of any changes within 21 days of the change happening. I understand that if I fail to report such a change a fixed penalty may be imposed, and I will have to repay any overpaid discounts or exemptions.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information I have provided on this form within this authority for the prevention and detection of fraud. The Royal Borough of Greenwich may also share this information with other bodies administering public funds which may include other councils and government departments.

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

Full name (print)		Signature	
Daytime number	Email address		Date

**Please return the completed form AND any supporting evidence to:**

Royal Borough of Greenwich, Revenues Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London SE18 6HQ or email: [counciltax@royalgreenwich.gov.uk](mailto:counciltax@royalgreenwich.gov.uk)