

## LGSS COUNCIL TAX DISCOUNT APPLICATION – PERSON IN DETENTION

A person in detention may, in certain circumstances, be disregarded for the purposes of calculating the number of adult residents at a property. Where there is only one adult resident, or the number is reduced to one or zero after deducting disregarded persons, a discount from Council Tax may apply. Anyone who is detained under any of the situations detailed below can be disregarded:

- (i) detained in a prison, hospital or other place by order of a Court;
- (ii) detained pending deportation under the Immigration Act 1971;
- (iii) detained under relevant parts of the Mental Health Act 1983; or
- (iv) detained under the Army Act 1955, the Air Force Act 1955, or the Naval Discipline Act 1957.

BUT - those serving sentences for non-payment of fines and for non-payment of Council Tax will not be disregarded.

If you think that a discount may be applicable, please complete this form and submit it to the address at the top of this letter or scan a copy to the email address at the bottom of this letter.

**Items marked with an asterisk (\*) must be completed.**

SECTION 1 – PROPERTY GIVING RISE TO THE CHARGE	
Address*	
Total number of adult residents in the property (aged 18 or over)*	
SECTION 2 – APPLICANT (The Person liable to pay the Council Tax)	
Title*	
Forename*	
Surname*	
Address (if different from above)	
Telephone Number*	
Mobile Number	
Email Address*	
Reference Number	

Telephone: 01908 253794

Email: [counciltax@milton-keynes.gov.uk](mailto:counciltax@milton-keynes.gov.uk)

Website: <http://milton-keynes.gov.uk/Council-Tax>

SECTION 3 – THE PERSON IN DETENTION	
Title*	
Forename*	
Surname*	
Date of Birth	
Date taken into custody*	
Anticipated date of release*	
Name and Address of place of detention*	
SECTION 4 – TO BE COMPLETED BY PRISON SERVICE ESTABLISHMENT	
<i>I confirm that the individual named in section 3 is/was held in detention at this establishment</i>	
Date taken into custody*	
Earliest anticipated or actual date of release*	
Is/Was the whole period of detention solely as a result of conviction for non-payment of community charge, council tax or a fine?*	<b>YES / NO</b>
Officer's Full Name*	
Current position within the Establishment*	
Name of Prison Service Establishment*	
Prison Stamp*	
Signature (by signing you are confirming the statement at the top of section 4 is true)*	
Date*	

#### Declaration

I confirm that the information given above is, to the best of my knowledge, true and accurate. I also undertake to notify the Council within 21 days of any change of circumstances which may affect my entitlement to the discount or exemption and that failure to do so may result in a £70 penalty being incurred. Milton Keynes Council collects and uses information about you to calculate and collect the Tax in accordance with The Local Government & Finance Act 1992. Full details about how we use this data and the rights you have around this can be found at [www.milton-keynes.gov.uk/privacy](http://www.milton-keynes.gov.uk/privacy)

If you have any data protection queries, please contact the Data protection officer at [data.protection@milton-keynes.gov.uk](mailto:data.protection@milton-keynes.gov.uk). For more information please read our corporate [Data Protection statement](#) and/or the [Council Tax Privacy Notice](#).

Full Name (BLOCK CAPITALS)	
Signature	
Date	
Telephone	

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