



Council Tax

Discount Application: Person(s) in Detention



Promoting City, Coast & Countryside

Revenue Services

**Please return the completed form to:
Revenue Services, P O Box 4, Town Hall, Lancaster LA1 1QR**

You should complete this application in respect of any person(s) who you consider should be disregarded for Council Tax purposes because they are currently in detention.

Property address:	Property Reference:
	Account Reference:
Name of person to be disregarded:	Total number of adults resident in the property:
Name and address of place of detention:	Prison Reference Number:
Date taken into custody:	Anticipated date of release:

Declaration.

The information I have provided is true to the best of my knowledge and belief. I understand that if I am awarded a discount/relief I must notify the council within 21 days if I am no longer entitled to that discount/relief or a smaller amount should apply and that failure to do so could lead to a fine of £70 being imposed. I also understand that if I give false information I may also be liable to prosecution.

Name:	Signature:	
Date:	Contact telephone number: (in the event of a query)	e-mail:

Personal information will be kept safe and secure and will only be kept for as long as is necessary. Further information can be found in the Privacy Notice on the Council's website <https://www.lancaster.gov.uk/council-tax/council-tax-privacy-notice>

