

<b>Council tax and benefit enquiries</b>	01395 517446
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<b>All other EDDC enquiries</b>	01395 516551
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<b>Open Monday to Friday 8:30 am to 5:00 pm</b>
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Knowle  
Sidmouth  
EX10 8HL  
www.eastdevon.gov.uk



<b>Account number</b>	
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## Council Tax Discount or Exemption for People in Detention

Please read the guidance notes which follow Part 5 before filling out this form. When you have filled it in, please return the completed form to the address shown above.

<b>Address of property for which the exemption or discount is claimed?</b>

<b>Part 1 - What is the full name of the person in detention?</b>	
First name(s)	Surname

<b>Part 2 - What is the total number of adults remaining in the property?</b>	
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<b>Part 3 - What is the name and address of the place of detention?</b>	
Name:	Address:

<b>Part 4 - Period of detention.</b>	
Date of detention:	Anticipated date of release:

**Please continue to part 5**

**Please complete the following declaration. If you are signing on behalf of the person detained, please state your relationship to that person.**

### Part 5 - Declaration

I confirm that the information I have given on this form is correct. I understand that giving false information is an offence. If my application for the reduction is granted, I agree to let you know immediately if the circumstances change and I cease to be eligible for the discount or exemption.

Name (print) ..... Signature .....

Relationship to detainee .....

Date ..... Email .....

Contact telephone number/s .....

### Guidance Notes (if you need more help please ring 01395 517447)

A full council tax bill is based on two adults living in a house, but it is possible to disregard (not count) certain people.

We will disregard someone if they are :

- Detained in prison, hospital or some other place by order of a Court
- Detained pending deportation under the Immigration Act 1971
- Detained in a place of safety under the Mental Health Act 1983

But a discount **cannot** be given:

- If the person is detained for non-payment of council tax or for default in paying a fine
- Whilst the person is being held in police custody until being remanded in custody by a court.

**A total exemption from council tax can be given is a property left unoccupied by a person who is in detention.**



To request this information in an alternative format or language please call 01395 516551 or email [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk)

**We consider requests on an individual basis**

The Council processes information in accordance with the Data Protection Act 1998. We may use it in the administration and provision of any of our services. We may also share information for the purposes of preventing and detecting fraud. If you want to know more about how we hold, or use, information about you, please contact the Data Protection Officer at the address on the front of the form, or visit: [www.eastdevon.gov.uk/national\\_fraud\\_initiative](http://www.eastdevon.gov.uk/national_fraud_initiative)