



Reference
Date

Confirmation of Council Tax Status Person in Detention or Prison Form

Parts A, B & C of this form should be completed by, or on behalf of, the liable person who has gone into prison.
Part D should be completed by the detaining prison or other institution. Payment of Council Tax must not be withheld pending the outcome of an application for exemption or discount.

Part A: Personal details of person in detention or prison

Full name:
Address:
 Post Code:

Council tax account number:

Name and address of prison or institution:

 Post Code:

Date detained: Date sentenced (if appropriate):
Earliest release date (if known):

Please list the name of any other adult who remains at the property:
Name of adult: Name of adult:
Name of adult: Name of adult:

Part B: Personal details of agent or next of kin (all correspondence will be sent care of this person unless instructed otherwise)

Full name:
Address:
 Post code:

Contact phone number:

Email:

Part C: Declaration

I declare that to the best of my knowledge the information given on this form is true and correct and I understand that enquiries may be made to verify the information given, which **may** include inspection of the property. I also understand that it is an offence to knowingly make a false declaration and that the penalties include prosecution for fraud.

If awarded a discount, I will inform you within 21 days of any change in my circumstances affecting the amount of Council tax payable.

Signature:

Date:

Part D: To be completed by the detaining prison or other institution

Name and address of prison or institution:

Post Code:

Contact phone number:

Full name of detainee:

Home address of detainee:

Post Code:

Date detained:

Earliest release date (if known):

I confirm that the above mentioned person is in detention, other than for non-payment of a fine.

Signature:

Stamp of institution:

Status:

Date:

Please return this form to the

Income and Benefits
City of Edinburgh Council
PO Box 12331
Edinburgh
EH7 9DN

Notes

You may be able to get a discount on your Council tax bill if a member of your household is in detention or prison. (There is no discount for prisoners on remand).

A person is deemed to be in detention for Council tax purposes if he or she is detained under:

- the order of a UK court (except for non-payment of a fine)
- paragraph 2 of schedule 3 of the Immigration Act 1971 (awaiting deportation)
- the Mental Health Act 1983 or Mental Health Act (Scotland) 1984
- the Army Act 1955, Air Force Act 1955 or Naval Discipline Act 1957 (for more than 48 hours under armed services disciplinary powers)

An adult is a person aged 18 or over.

Failure to complete and return this form and supply the required evidence could lead to the award of Council tax exemption being delayed or cancelled.

This form is also available at www.edinburgh.gov.uk

Where to find us

Post

Income and Benefits
City of Edinburgh Council
PO Box 12331
Edinburgh
EH7 9DN

Or you can visit us at

249 High Street
Edinburgh
EH1 1YJ

We are open:

Monday, Wednesday & Thursday	8.30am – 4.30pm
Tuesday	10.00am – 4.30pm
Friday	8.30am – 3.00pm