

PEOPLE IN DETENTION

Discount claim form

Name

Address

.....

.....Post Code

CARLISLE
CITY COUNCIL



www.carlisle.gov.uk

How TO PAY LESS COUNCIL TAX

Ref. No.

What is a discount for residents of these establishments?

- Council Tax is a charge set by a local authority based on the valuation band that a property is placed in. The tax can however be reduced in certain circumstances if someone is entitled to a **Discount**.
- The full Council Tax bill is worked out on the assumption that there are 2 adults in a dwelling. If only one adult lives in a dwelling as his or her main home, the bill can be reduced by 25%. If no one is living in a dwelling as their main home, the bill can be reduced by 10%.
- Certain people are not counted when looking at the number of adults who live in a dwelling. Prisoners who are on remand or in prison are not counted unless they are imprisoned for:-
 - not paying a fine or
 - not paying the Council Tax
- For example, if 2 people live in a household and one of them is in detention, the bill will be worked out as if only one adult lives there and will be reduced by 25%.

Want to know more?

- If you have any questions at all about Discounts for people in detention, just ask and we will be pleased to help you.
- Call in or write to the Revenues & Benefits Services, Civic Centre, Carlisle CA3 8QG.
- If you prefer, telephone us on **01228 817200** or Email: **ctax@carlisle.gov.uk**

DO YOU WANT TO CLAIM?
if "YES" please go to the next part

PLEASE NOTE

The claim must be made by the person liable to pay the bill (or by an agreed representative).

Information needed from you

- Please complete the section below including the declaration and return the whole of this form to us.
- Please claim as soon as possible. The sooner you claim, the sooner your account can be checked to make sure that you are not paying too much.

Please give us your full name and address (if not shown)

How many people aged 18 or over live in your property

Please give us the full name of the person in detention.

Date of birth of the person in detention.

Is the person in detention solely because of:- (please tick (✓) the appropriate box

a) Non-payment of fines

YES NO

b) Non-payment of Council Tax

YES NO

Date taken into custody/remand

Have you been the sole resident, aged 18 or over, living at your property since this date?

YES NO

Anticipated date of release

Name and address of place of detention

Prison Service Number

Declaration

I confirm that the information I have supplied in this claim is true and accurate and agree that the authority may make any reasonable enquiries to verify this.

I will notify the authority immediately of any change in my circumstances that may affect my entitlement to the discount.

Signed:

Date:

Full Name:

Tel. No.:

PLEASE NOTE:

A penalty of £50 may be imposed where false or inaccurate information is provided or where there is a failure to supply any information requested by the City Council.

DATA PROTECTION - THE INFORMATION THAT YOU ARE ASKED TO PROVIDE MAY BE RECORDED ON COMPUTER AND IS SUBJECT TO THE DATA PROTECTION ACT 1984

We may allow access to Council Tax Information to other parties such as the Electoral Registration Officer, Police, Child Support Agency, Inland Revenue etc. as allowed by law.

What to do now

- Check that you have filled in the parts of the form which apply to you.
- Make sure you have signed the form.
- Take or send this form to the Revenues & Benefit Services, Civic Centre, Carlisle CA3 8QG.