

Please give the full name and address of the person who is liable for the Council Tax:

Council Tax

Department 6, Britannia House,
Hall Ings, Bradford, BD1 1HX

Acting Director: Becky Hellard

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Please quote the account reference number:



INVESTOR IN PEOPLE



FS36519

DISCOUNT FOR PERSON IN DETENTION

I understand that you have recently applied for a discount of the Council Tax at the address shown, because a member of your household is in detention (for example, in prison). Before I can grant the discount, I need some further information. Please complete the section below, and return this form to me in the prepaid envelope provided.

Name of the Person in detention

Is the period of detention for the non-payment of Community Charge, Council Tax or a fine?

Yes ☐ No ☐ please tick

A person who is in detention for any of these reasons will still be counted for the purposes of Council Tax, and the household may not qualify for a discount

On what date did the period of detention commence

Expected date of release

Name and address of the prison or detention centre

Prison number of the person in detention

Date of Birth of person in detention

You are not obliged to give the date of birth but it will help the prison authorities to trace the person in detention as quickly as possible.

WHO LIVES IN YOUR HOUSEHOLD A discount may be given where there is only one adult living in the property who is counted for Council Tax purposes, or where there are no adults living in the property who are counted for Council Tax purposes. Please list below all the people **aged 18 or over** who live at the address shown above. If you know that any of them are already not counted for Council Tax purposes, please give the reason.

I declare that the information given in this form is correct to the best of my knowledge. I understand that if I am allowed a discount, I must inform Bradford Council within 21 days of any change in circumstances of my household which may affect that discount

*Signed

Tel No:

Date

Data Protection: The information that you provide will be processed in accordance with the Data Protection Act 1998. However, the Council has a duty to protect public funds and may use certain Council Tax data in cross-system and cross-authority comparison checks for the prevention and detection of fraud. This may include, but is not limited to, matching Council Tax data with Electoral Registration and the residency records of other organisations. The Council may disclose relevant information to other Council departments where it is necessary and lawful to do so for the provision of services. We may also share information with other bodies responsible for auditing or administering public funds.