



## Prisoners Discount Form

Please use **BLOCK CAPITALS** and **black** ink.

**PART 1: APPLICANT** The form must be completed by the person who is liable to pay the Council Tax.

Council Tax Reference Number: .....

Applicant's name: .....

Address: .....

Home Phone Number: ..... Mobile Number: .....

Email: .....

**PART 2: PRISONER'S DETAILS** The dwelling must be his/her sole or main residence

Full Name of Prisoner: .....

Date of birth: .....

Name & Address of Prison: .....

Prison Service Number: .....

Date taken into custody: .....

Expected date of release: .....

**PART 3:** How many of the residents of the property will be aged 18 or over by next April?  
(do not include the person named in part 2) .....

**PART 4:** If the liable person named in Parts 1 and 2 above are the same person, who will be Liable to pay the Council Tax whilst he/she is detained?

Full Name .....

**WARNING: IF YOU GIVE FALSE INFORMATION, YOU COULD BE PROSECUTED**

**Declaration:** I declare that the information given above is to the best of my knowledge, true, accurate and complete. I understand to notify you should any of the information on this form change, within 21 days of the change occurring, otherwise I may incur a penalty of £50.

Signature of Applicant: ..... Date: .....

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### Notes

To be considered for a discount, the term 'prisoner' will include:

- |  |   |
|--|---|
| a. Convicted prisoners                             | d. Those in custody repatriated from abroad |
| b. Remand prisoners                                | e. Those in PRES hostels                    |
| c. Those in custody awaiting deportation decisions | f. Those temporarily released from custody  |

The term does **not** include:

- i) Those in custody for fine defaulting
- ii) Those in custody for non-payment of the Council Tax
- iii) Those in Police custody before first appearance in court

Before a discount can be granted, the applicant must provide the information in Parts 1 to 4 of the attached form. The completed form should then be returned as soon as possible. Confirmation will be sought from the Prison Service.

If you need help to complete the form or there is anything further you wish to know, please contact 01772 906902 or visit our One Stop Shop. You can visit our One Stop Shop to hand in evidence/documents without an appointment or make an appointment to see a member of staff by calling 01772 906902.

*Preston City Council will use your information for Council Tax purposes and in a manner compatible with the Data Protection Act.  
Any disclosure or sharing of information will only take place where required or permitted by law*

**You can hand this form in at our One Stop Shop, e-mail or post it to this address.**  
**Revenues & Benefits Section, P.O Box 30, Town hall, Lancaster Rd, Preston PR1 2GD**  
Email : [ctax@preston.gov.uk](mailto:ctax@preston.gov.uk) Web: [www.preston.gov.uk](http://www.preston.gov.uk)

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For further information visit [www.preston.gov.uk](http://www.preston.gov.uk)