

**LOCAL GOVERNMENT FINANCE ACT 1992
SCHEDULE 1- DISCOUNT FROM COUNCIL TAX
FOR PERSONS IN DETENTION**



Our Ref:
Telephone: 01452 396396
Email: revenues@gloucester.gov.uk
Website www.gloucester.gov.uk
Date:

A discount on Council Tax commencing on the date of detention has been claimed in respect of the person shown and I am informed that he/she is/was held in your establishment. Should that not be the case, please forward this letter to the appropriate establishment.

If you have any questions about this letter, please e-mail us at revenues@gloucester.gov.uk or telephone us on **01452 396 396**. If you want to discuss your Council Tax at our offices, you will need to make an appointment in advance. Based on the information you have given we will either update our records and send a new bill to you or contact you for more information.

1) Address – full address where the person in prison usually lives

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2) Person details - Please give their full name:

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3) Prison details - full name and address of the prison where the person is held:

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4) Date of birth of the person in prison (dd/mm/yy):.....

5) Exact date the person in prison was taken into custody (dd/mm/yy):.....

6) What is the intended/was the official date of release (dd/mm/yy)?

7) If known, what is the person's prison number?

8) Is the property the person in prison lived in now unoccupied? Yes/No

If No, please give the full names of any other people over 18 years of age that live in the property:

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If Yes, please give the name and address of the owner or managing agent of the property:

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Declaration:

I declare that the information given is correct. I do not object to the council making any necessary enquiries to check this information. If there are any changes in the future to the information I have given, I must notify Gloucester City Council of any changes in circumstance within 21 days. Failure to report a change may result in a penalty and possibly lead to prosecution.

Signature:

Print full name:

Email address:

Phone number:

Date:

(You do not have to tell us your telephone number or email address, but doing so will help us to contact you quickly in case we need any more information)

The information you have provided on this form will be used in order for Gloucester City Council to process your council tax. Please sign the declaration above and return the completed form to Gloucester Revenues & Benefits, PO Box 2017, Pershore WR10 9BJ

Uploading this form and supporting evidence

Why not save time and upload the completed form free of charge by registering for a 'My Gloucester' account by going to our website at www.gloucester.gov.uk/mygloucester

Data Protection Privacy Statement

Any personal information that you provide will be processed in accordance with current Data Protection laws. It will be used by Gloucester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data on our website: www.gloucester.gov.uk/about-the-council/data-protection-freedom-of-information/data-protection/