

EXPLANATORY NOTES

Class D Exemption - Property Left Empty By A Person Detained Elsewhere

Who can apply?

Technically the person who is liable to pay the council tax needs to apply for this exemption. Due to the nature of the exemption, it might be that in practice it is the prison, social worker or relative provides the details of the person detailed.

When will an exemption be awarded?

If a property is left empty because the occupant is detained then it will usually be exempt from council tax.

Exemption Criteria

An exemption will apply if the usual occupier is:-

- Detained in prison or hospital by order of a court
- Detained under the mental health act 1983
- Detained under the deportation provision of immigration act 1972
- Imprisoned, detained or in custody for more than 48 hours under the army act 1955, the air force act 1955 or the naval discipline act 1957.

This exemption will not apply if a person is in police custody before their first court appearance or they are detained for non-payment of council tax or a fine.

What happens next?

In order to apply for this exemption download the attached form, complete & return. Once your application and any supporting evidence is received, your application with the supporting evidence will be assessed and if you are successful we will issue a reduced Council Tax bill.

Appeals

If the Council decides not to award a discount you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

PLEASE NOTE:

Making an application for a discount is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

Class D - Property Left Empty By A Person Detained Elsewhere

Please read the supplementary notes before completing this form as you may need to provide supporting evidence/information that is not readily available.

Please note:-

Making an application for a discount or exemption is not grounds for non payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted,

Full name of person in detention	
Address of property	
Account reference number	
Date of birth	
Name & address of place of detention	
Prison number	
Date taken into detention	
Anticipated date of release or deportation	
Is anyone else living at their home address? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many adults, aged 18 or over live there? Please supply their names:	
Signed	
dated	
Contact telephone number	Email address

Declaration

Please read carefully before you sign.

I/we understand the information contained on this form is correct and complete and I/we agree to notify the Council Tax section immediately should there be a change in circumstances that may affect the discount.

I/we understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining / retaining a Council Tax reduction discount is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We have read, understood and agree to comply with the declaration above.

Your signature

Date

Daytime telephone number

Email address

Please return this application form, with any supporting documents that may have been requested to;

Royal Borough of Greenwich
Revenues & Benefits Service
Director of Finance
The Woolwich Centre
35 Wellington Street
London SE18 6HQ