

Your ref
Our ref



Lichfield
District Council

**District Council House, Frog Lane
Lichfield, Staffordshire WS13 6YX**

Customer Services 01543 308900

Application for prisoner exemption/discount

A person is disregarded for Council Tax purposes if they are:

- Detained in a prison, a hospital or any other place under a court order
- Detained under immigration controls
- Detained under the mental health acts or
- A member of the armed forces detained in accordance with armed forces legislation

If a person is detained for non-payment of Council Tax or non-payment of a fine related to Council Tax, they are not disregarded.

Name of person in detention	
Date of Birth	
Name and address of prison or place of detention	
Prisoner number	
Date taken into custody	
Length of sentence	
Reason for detention	
Earliest expected release date	
Expected release address	
Please state names of all persons aged 18 years or over who normally reside at the property	



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MyStaffs App

DECLARATION:

I declare that the information given above is true and accurate to the best of my knowledge.

I understand I must notify you of any change of circumstances which may affect any discount I receive within 21 days and failure to do so may result in a penalty being incurred. I understand it is a criminal offence to supply false information or receive a discount I am not entitled to.

You should continue to pay in accordance with your latest bill until you are notified of any decision.

Signature		Date	
Print			
If completed on behalf of the name person, please indicated relationship			
Contact Number			
Email address			
Contact address for all further correspondence			

Data Protection and General Data Protection Regulation (GDPR)

The law allows us to process your ordinary personal data either because it is necessary to do so to perform a task carried out in the public interest, or in the exercise of official authority vested in us. Please read our privacy notice at www.Lichfielddc.gov.uk/rbprivacy on how we will use your personal data and who we may share it with.

