

COUNCIL TAX PRISONERS DISCOUNT



COUNCIL TAX (RESOURCES)
Town Hall, Ripley, Derbyshire, DE5 3BT
Tel: 01773 841440
Fax: 01773 841462
SMS: Text COUNCIL and your message to 60060
E-mail: council.tax@ambervalley.gov.uk
Web: www.ambervalley.gov.uk

Dear Sir or Madam

Name and address of place of detention

_____ has claimed a discount from Council Tax and I understand that he is/she is/was held in your establishment. If this is not correct, please forward this letter to the appropriate establishment.

Date of birth: _____

Prisoner reference: _____

Previous address: _____

Council Tax reference: _____ Property reference: _____

Please complete the form overleaf and return to me by: _____

Yours faithfully

M Hendy
Revenues Collections Manager



1. Is/was this person held at your establishment? YES / NO

2. If yes, what was the date taken into custody? _____

3. State period of detention:

Years	Months	Days

4. Has the prisoner been transferred to you from another prison? YES / NO

If yes, please state which prison: _____

5. Is/was the whole period of detention solely for non-payment of Council Tax/
Community Charge or a fine? YES / NO

6. Date released from custody: _____

or

Current expected date of release on remission: _____

or, if applicable

The earliest date on which he/she might be released on parole: _____

7. Any other information/address released to: _____

8. Form completed by (BLOCK CAPITALS): _____

Prison service establishment: _____

Prison stamp:

Date:

'This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of error, fraud and crime. It may also share and match this information with other bodies responsible for auditing or administering public funds for these purposes'.

**Please complete and return to:
Council Tax (Resources), Town Hall, Ripley, Derbyshire, DE5 3BT**