

REF NO:

DATE OF ISSUE:

Name:
Address:

For the property

You may qualify for a Council Tax discount on your Council Tax bill as a member of your household is currently in detention.

This form should be completed by yourself before being returned to Benefits and Council Tax Team, PO Box 18015, Glenrothes, KY7 5YJ. Should you have any difficulty filling in this form write to the address above or telephone the Benefits and Council Tax Team on 03451 55 11 55 or contact us online at www.fifedirect.org.uk/contactrevenues.

Please complete all sections using black ink

PART 1: TO BE COMPLETED BY PRISON AUTHORITY

I confirm that

(name of detainee)

is / was remanded from

is / was sentenced from

until

ESTABLISHMENT STAMP

Signed by

Date

Position

PART 2: TO BE COMPLETED BY PERSON LIABLE TO PAY COUNCIL TAX

In order to calculate the correct amount of discount/exemption that may apply please indicate the number of adults resident in your household.

No.of persons aged 18 years or over
(including detainee)

Please supply your telephone number
in case we need to contact you

Email Address

PART 3: DECLARATION - To be signed by the person liable to pay Council Tax

If you deliberately give false information you may have to pay a fine of £50 and then a fine of £200 for further offences.

I declare to the best of my knowledge the information on this form is true. I will inform the Benefits and Council Tax Team about any change in circumstances which may affect my Council Tax bill.

Your Signature:

Date:

Note: Information gathered on this form will be held by Fife Council on electronic computer records to manage your entitlement. Fife Council has a duty to protect the funds it administers and for this purpose may use the information you have provided on this form to assist in the prevention and detection of fraud.
All collection, use and storage of personal information will be in accordance with the Data Protection Act 1998 Legislation 2018. Telephone calls may be recorded for training purposes and the protection of public funds.
Data matching involves comparing computer records held by Fife Council against other computer records held by the Council or other body. This is usually personal information. Fife Council may share the information that you have provided on this form with other bodies for the purpose of prevention and detection of fraud.
Further information on how your data is used and why is available on the website www.fifedirect.org.uk/privacy/revs_bens.
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