



Name _____

Subject Address _____

Council Tax Reference Number _____

Dear Council Tax Payer

COUNCIL TAX PROPERTY EXEMPTION APPLICATION – DETAINED IN PRISON OR UNDER MENTAL HEALTH ACT OR UNDER DEPORTATION ORDER

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1997 (as amended), a dwelling may be exempt from Council Tax if it falls within the category shown below. Exemption may be granted for an unlimited period.

Please supply the details requested, sign the declaration and return this form, together with any supporting documentary evidence, to the address shown below.

UNOCCUPIED HOUSE:

1. Which when last occupied was occupied by a person who is detained in prison or other secure institution.

I consider exemption should apply from ____ / ____ / ____ to ____ / ____ / ____

PLEASE NOTE: PROPERTY EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY ATTACHED CERTIFICATE DULY COMPLETED

I hereby certify that the information on this form is true and complete. I authorise Argyll & Bute Council to verify the details. If Exempt status no longer applies I undertake to notify Argyll & Bute Council within 21 days of this occurring and understand failure to do so may result in a fine of £50 and £200 on repeated failure to do so.

(Please note any incomplete forms will be returned without the exemption being granted)

Signature of liable person: _____ **Date:** _____

Data Protection Fair Processing Notice: Argyll and Bute Council, or their agents, will hold information supplied in accordance with the provisions of the Data Protection Act 1998, we will use the information you have supplied primarily for the collection and administration of tax. The information may also be used for other legitimate purposes e.g. housing and council tax benefit administration or private landlord registration. This information may also be shared with other Councils, governmental and quasi-governmental bodies. By completing and submitting this form you consent to the use of your personal data including, where appropriate, sensitive personal data. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. The set fee (where applicable) will be charged. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT.

EXEMPTION: PRISONS ETC
COUNCIL TAX REFERENCE NUMBER _____

SECTION 1: TO BE COMPLETED BY A LIABLE PERSON

I apply for property exemption on the basis that

(Name) _____

meets the qualifying conditions noted overleaf.

The number of adults (including the above named) usually resident in the house is _____

SECTION 2: TO BE COMPLETED BY PRISON AUTHORITY/SECURE INSTITUTION

I confirm that the above named person is to be/was detained from ____/____/____ until ____/____/____ (earliest release date, if known) for an offence other than non-payment of a fine.

SIGNED: _____

POSITION: _____

DATE: _____

OFFICIAL STAMP

