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**BOROUGH OF  
BROXBOURNE**  
www.broxbourne.gov.uk

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Council Tax Account Number: \_\_\_\_\_  
Postcode: \_\_\_\_\_

## **COUNCIL TAX - DISCOUNT FOR PERSONS IN DETENTION**

Discount from Council Tax has been claimed by the person mentioned below and I am informed that he/she is/was held in your establishment. Should this not be the case, please forward this letter to the appropriate establishment. I shall be grateful, therefore if you will answer the questions below and return this form within the next 21 days.

**A.**

Name: .....

Previous Address: .....

Prison Service No:

1. Is/was this person held at your establishment? Yes / No

2. (a) Date taken into custody:  
(b) Date released from custody:

OR

Current expected date of release on remission:

AND (if applicable)

The earliest date on which the above named might be released or paroled:

3. Is/was the whole period of detention accounted for solely by non-payment of Council Tax or a fine? Yes / No

4. Any other information (include new address if known):

**B. Prison Stamp**

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(BLOCK CAPITALS)

The information collected on this form is necessary to administer your Council Tax and fulfil the council's statutory functions, and will not be used for any other purposes.

**Privacy Notice** - Borough of Broxbourne Council is committed to protecting your privacy when you use our services. Our Privacy Notice explains how we use information about you and how we protect your privacy.  
<https://www.broxbourne.gov.uk/resident/privacy-policy>.