

Revenues Unit
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Confirmation of Council Tax Status – Persons in Detention

To help you fill in this form you should read the notes enclosed.

Part 1 -This form should be completed in ink and BLOCK CAPITALS by the Prison or Hospital authorities.

Full name and home address of detainee

Date of Birth of detainee

Name or address of prison or hospital

Post Code		Telephone	
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Admission Date

 / /

Earliest release date (if known)

 / /

Please confirm any period the above was held on remand

 / / to / /

I confirm that the above-mentioned person is in detention, for reasons other than for non-payment of a fine.

Signed _____

Stamp of Institution

Status _____

Date _____

Part 2: Confirmation of Residents in the Property

By law West Lothian Council must protect the money we manage. We will share information you give us with other organisations responsible for auditing or managing public funds, to prevent and detect fraud. We will review awards of discount and exemption and reserve the right to use credit reference agencies to validate any such awards.

Please complete this form with the details of all current residents:

Title	Forename	Surname	Student Y/N	Owner Y/N	Tenant Y/N	Married or Civil Partner Y/N	Partner Y/N	Date of Birth (if 16 or 17 years)	Date Moved In

NOTES

1. The prison or hospital authorities should complete part 1 of this form. The person who is liable for Council Tax should complete part 2 of the form.
2. A person is deemed to be in detention for Council Tax purposes if they are:
 - detained in a prison, hospital or any other place by virtue of an order of a court in the United Kingdom or a Standing Civilian Court established under the Armed Forces Act 1976;
 - detained under Part 11 or section 46, 47, 48 or 136 of the Mental Health Act 1983, Parts 5, 6 and 7 or sections 136 or 297 of the Mental Health (Care and Treatment) (Scotland) Act 2003 or sections 52D or 52M of the Criminal Procedure (Scotland) Act 1995;
 - detained under paragraph 2 of Schedule 3 to the immigration Act 1971 (deportation);
 - imprisoned, detained or in custody under the Army Act 1955, the Air Force Act 1955, or the Naval Discipline Act 1957 (subject to certain conditions).
3. The above paragraph does not apply to any person detained only under section 407 of the Criminal Procedure (Scotland) Act 1975.
4. Failure to complete and return this form could lead to the award of a Council Tax Exemption or Discount being delayed or cancelled.

The completed form can be emailed to CouncilTax@westlothian.gov.uk or posted to:

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If you have any queries you can:

Telephone: 01506 280000 (option 2)
Email: CouncilTax@westlothian.gov.uk