

## COUNCIL TAX DISCOUNT APPLICATION FORM FOR PERSONS HELD IN LEGAL DETENTION

Please return this form to:

Mid Sussex District Council Revenues & Benefits, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS  
Email contact for the authority should be addressed to [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)

**Council Tax Account Reference Number:** .....

<b>SECTION 1 – Home Address</b>	
<b>SECTION 2 – DETAILS OF PERSON HELD IN LEGAL DETENTION</b>	
Last Name:	First Name/s:
Date of birth:	
<b>SECTION 3 – DETAILS OF ACTUAL DETENTION</b>	
Name and address of place of detention:	
Telephone:	
Date person first detained:	Anticipated release date:
Prison/Detention number:	
If the person detained is in prison, is the whole period of detention solely in respect of non-payment of Council Tax or a Court fine? YES/NO *	
<b>SECTION 4 – HOUSEHOLD DETAILS</b>	
Number of people aged 18 or over who have the property to which this form is addressed as their main home (including any people to be disregarded):	Number of people aged 16 or 17 who have the property to which this form is addressed as their main home:  Please provide: Name (s) ..... ..... Date(s) of birth .....
<b>SECTION 5 – DECLARATION AND SIGNATURE</b>	
I declare that the information given on the form is complete and accurate to the best of my knowledge. <b>REMEMBER, if you give false information, you may be prosecuted.</b>	
Signature .....	Date .....
Full Name (BLOCK CAPITALS) .....	
Telephone.....	Email.....
Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at <a href="https://www.midsussex.gov.uk/about-us/privacy-notice/">https://www.midsussex.gov.uk/about-us/privacy-notice/</a> for further details.	