

Date of Issue

Property Reference

Account Reference

Regarding Address

COUNCIL TAX - DETENTION DISREGARD

Please complete and return this form in the enclosed prepaid envelope

(1) Name of detainee (BLOCK CAPITALS)

(2) Prison Service Number

(3) Previous address

(4) Is/Was this person held at your establishment? YES NO

(5) Date when first taken into custody / /

(6) Date of release from custody (actual or anticipated) / /

If applicable, the earliest date on which the above named might be released on parole / /

(7) Is/Was the prison sentence for the non-payment of Council Tax or a fine? YES NO PARTLY

(8) Any other information (include new address if known). Also include details if 'PARTLY' ticked for (7)

(9) Form completed by (BLOCK CAPITALS)

Signed

Date

(10) Prison Service Establishment (BLOCK CAPITALS)

Prison Stamp