

## Council Tax Person in Detention

Please read the notes overleaf. This form should be completed in ink and block capitals by the prison or hospital authorities. The completed form should be returned to the Council Tax Team, East Lothian Council, Haddington, EH41 3HA

1 Name and address of prison or hospital	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Post code	<input type="text"/>
Telephone	<input type="text"/>
2 Full name and home address of detainee	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
3 Date detained	<input type="text"/>
4 Earliest release date (if known)	<input type="text"/>
5 Number of adults over 18 years residing in property	<input type="text"/>

### Declaration

I confirm that \_\_\_\_\_ is in detention other than for non-payment of a fine.

Signature .....

Status .....

Date .....

Stamp of Detention Centre
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## NOTES

A person is deemed to be in detention for council tax purposes if he or she is:

- Detained in prison, hospital or any other place by virtue of an order of a court in the UK or a Standing Civilian Court established under the Armed Forces Act 1976;
- Detained under Part II or Section 46, 47, 48 or 136 of the Mental Health Act 1983 or Part V or Section 69, 70, 71 or 118 of the Mental Health (Scotland) Act 1984;
- 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)

The above paragraph does not apply to any person detained only under Section 407 of the Criminal Procedure (Scotland) Act 1975.

This form should be completed by the prison or hospital authorities and returned to:

Council Tax Team  
East Lothian Council  
Haddington  
EH41 3HA

**Failure to complete and return this form could result in the award of a Council Tax discount being delayed or cancelled.**

If you wish to contact a member of the Council Tax Team, please phone 01875 824314 or visit [www.eastlothian.gov.uk/counciltaxforms](http://www.eastlothian.gov.uk/counciltaxforms) and complete one of our online forms.

Alternatively, you can call in to one of our local offices from 9.00am to 4.30pm Monday, Tuesday and Thursday, 10.00am to 4.30pm Wednesday or 9.00am to 3.30pm Friday.

**Dunbar Area Office** - The Bleachingfield Centre, Countess Crescent, Dunbar EH42 1DX

**Haddington Area Office** - John Muir House, Brewery Park, Haddington EH41 3HA

**Musselburgh Area Office** - Brunton Hall, Ladywell Way, Musselburgh EH21 6AF

**North Berwick Area Office** - North Berwick Shared Facility, School Road, North Berwick EH39 4JU

**Prestonpans Area Office** - Prestonpans Shared Facility (Library), West Loan, Prestonpans EH32 9NX

**Tranent Area Office** - The George Johnstone Centre, 35 Winton Place, Tranent EH33 1AE

*East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information go to: [www.eastlothian.gov.uk/privacyct](http://www.eastlothian.gov.uk/privacyct)*

*Personal data will be retained in line with East Lothian Council's retention policies.*

*For more information contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk)*

For further information refer to our website [www.eastlothian.gov.uk/counciltax](http://www.eastlothian.gov.uk/counciltax)