

Council Tax Team
Torrige District Council
Riverbank House
Bideford
Devon EX39 2QG

T/no: (01237) 428900
Email: council.tax@torridge.gov.uk
Web: www.torrige.gov.uk



Office Hours (For Telephone Enquiries)
Mon - Thu 8.45 am to 5.00 pm
Friday 8.45 am to 4.45 pm

Account Ref:
Property Ref:

Dear

**Council Tax: Class D exemption application
(for properties left empty by persons detained in prison)**

A property may be exempt if it has been left unoccupied due to the person liable for the dwelling being detained in prison.

To apply for this exemption complete the following:

Name of person in prison: _____

Date detained: _____

Prison Service No (if known): _____

Name of prison detained at: _____

You must inform the Council Tax office of any changes that may affect this exemption, such as tenancy ending, property becoming occupied/sold, liable person returning to property etc.

I declare that the information on this form is correct, to the best of my knowledge.

Signature

Date

Print Name

Contact T/no

Email

WARNING: ANY PERSON WHO SUPPLIES FALSE INFORMATION MAY BE LIABLE TO PROSECUTION. YOU ALSO HAVE A LEGAL OBLIGATION TO INFORM TORRIDGE DISTRICT COUNCIL IF YOU HAVE A CHANGE OF CIRCUMSTANCES WHICH WOULD AFFECT THE DISCOUNT.

Torrige District Council collects, stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.