

Your guide to the
Council Tax
and
Business Rates
2018-2019

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this leaflet forms part of your bill



www.blaby.gov.uk



THE DISTRICT COUNCIL'S EXPENDITURE PLAN

The Net Cost of Services for 2018/19 is £11.838m compared with £11.529m in 2017/18. This is supported by a contribution from balances and reserves of £0.581m, meaning that the amount to be met from government grants and taxation is estimated to be £11.257m [£11.388m in 2017/18].

Although funding from government grants is reducing, it is anticipated that growth in Business Rates will contribute £2.590m in 2018/19, a reduction of £0.543m

compared with 2017/18. The amount that we need to raise from Council Tax (the Council Tax Requirement) has, therefore, been set at £5.216m [£4.975m in 2017/18]. This allows for an increase in Band D Council Tax of £5, and an increase in the estimated number of band D properties in the District (the Council Tax Base).

The following tables show the Council's expenditure plans by service area:

2017/2018			Service	2018/2019		
Gross Exp.	Income	Net Exp.		Gross Exp.	Income	Net Exp.
£'000	£'000	£'000		£'000	£'000	£'000
329	290	39	Building Control	546	430	116
2,174	661	1,513	Central Services to the Public	2,426	681	1,745
1,439	5	1,434	Corporate & Democratic Core	1,603	0	1,603
1,884	494	1,390	Environmental & Regulatory Services	1,865	419	1,446
2,341	777	1,564	Health & Recreation Services	2,343	651	1,692
17,492	15,052	2,440	Community Services	17,869	16,156	1,713
2,092	667	1,425	Planning & Development Services	2,278	642	1,636
3,254	1,610	1,644	Refuse Collection & Recycling	3,540	1,137	2,403
709	62	647	Street Cleansing	779	62	717
-108	459	-567	Other Services & Appropriations	-728	505	-1,233
31,606	20,077	11,529	Net Cost of General Fund Services	32,521	20,683	11,838
		0	Contribution from General Fund Balance			-214
		-141	Contributions to/(from) Earmarked Reserves			-367
		11,388	Amount to be met from Government Grants & Local Taxation			11,257
		-3,216	Less: Government Grants			-3,436
		-3,133	Less: Income from Business Rates			-2,590
		-64	Less: Collection Fund Surplus			-15
		4,975	Council Tax Requirement			5,216



The District Council's Expenditure Plan (continued)

CHANGE IN NET COST OF SERVICES

	2018/19 £'000		2018/19 £'000
Increased Expenditure:		OFFSET BY:	
Establishment costs	700	Reduced Expenditure:	
Contributions towards Capital Expenditure	140	Premises-related expenditure	(27)
Capital Financing Costs	68	Leisure Procurement Costs	(15)
External Legal Fees	67	Empty Homes Contract	(25)
Microsoft Office Licences	54	Council Tax Support Grant to Parishes	(196)
Supplies & Services	127	New Homes Bonus Grant to Parishes	(186)
Other net increases in expenditure	49	Fuel and other Fleet management costs	(47)
	<hr/> 1,205	Removal of Lightbulb Transformational costs	(368)
			<hr/> (864)
Reduced Income:		Increased Income:	
Loss of Recycling Credits	473	Building Control Partnership	(150)
Highways Verge Maintenance Contract	153	Lightbulb Partner Contributions	(547)
Grants and Contributions - Non Government	235	Specific Government Grants	(68)
	<hr/> 861	Industrial Estate Rents	(34)
		Pavilion fees and charges	(10)
		Car parks fees and charges	(57)
		Other fees and charges	(26)
			<hr/> (892)
		Net Movement	310

GENERAL FUND CAPITAL PROGRAMME 2018/2019

The Council proposes new capital investment of £4,733k for 2018/2019.

The allocations are as below.

	£'000
Capital Loans	3,200
Disabled Facilities Grants	500
Community Development Projects	114
Fleet Replacement Programme	427
Other Council Assets	492
Total	4,733

OUTSTANDING LOAN LIABILITIES

Aggregate Liabilities as at 31 March 2017	£'000
Loan Debt Outstanding	3,135

COUNCIL TAX CALCULATION AND PRECEPTS

The calculation of the Council Tax for each precepting authority is determined by dividing the net precept requirement by the Council Tax Base of 32,944.05.

The calculation determines the Band D Council Tax amount.

	£'000	£ Per Head
Revenue Spending Requirement	11,257	115.21
Less: Revenue Support Grant	167	1.71
Redistributed NNDR	2,590	26.52
Section 31 Grants	859	8.79
New Homes Bonus Grant	2,410	24.66
Contribution to/from Collection Fund	15	0.15
Precept Requirement	5,216	53.38

	Net Precept Requirements £'000	Council Tax Band D £
Blaby District Council	5,216	158.32
Leicestershire County Council (includes an element for Adult Social Care Services)	40,936	1,242.60
OPCC for Leicestershire	6,563	199.23
Leicester, Leicestershire & Rutland Combined Fire Authority	2,132	64.71
Total	54,847	1,664.86*

*Add to this figure the appropriate Parish Supplement shown in the following table

PARISH	PARISH PRECEPT 2018/2019 £	PARISH PRECEPT 2017/2018 £	PARISH SUPPLEMENT (BAND D) £	DISTRICT & PARISH COUNCIL TAX (BAND D) £
Aston Flamville	0	0	0.00	158.32
Blaby	298,167	260,863	142.24	300.56
Braunstone Town	574,107	519,556	118.28	276.60
Cosby	88,240	74,591	76.83	235.15
Countesthorpe	295,222	254,212	115.40	273.72
Croft	44,820	43,456	82.80	241.12
Elmesthorpe	9,012	8,750	29.49	187.81
Enderby	135,000	121,500	69.85	228.17
Glenfield	298,825	293,000	80.66	238.98
Glen Parva	199,525	181,384	108.93	267.25
Huncote	56,337	52,254	88.82	247.14
Kilby	5,850	5,687	48.67	206.99
Kirby Muxloe	168,068	163,029	85.80	244.12
Leicester Forest East	167,000	160,000	69.75	228.07
Leicester Forest West	0	0	0.00	158.32
Lubbesthorpe	0	0	0.00	158.32
Narborough	341,036	268,240	115.14	273.46
Potters Marston	0	0	0.00	158.32
Sapcote	91,658	91,442	85.78	244.10
Sharnford	14,076	14,076	36.86	195.18
Stoney Stanton	84,350	79,560	57.92	216.24
Thurlaston	13,500	12,500	47.86	206.18
Whetstone	233,345	213,150	100.69	259.01
Wigston Parva	0	0	0.00	158.32
TOTALS	3,118,138	2,817,250		

Council Tax Calculation and Precepts (continued)

As explained in the following guidance notes, each dwelling is allocated into one of eight valuation Bands. The amount of Council Tax in each Band/Parish is shown in the following table.

COUNCIL TAX PER BAND (£ PAYABLE)								
PARISH	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Aston Flamville	1,109.90	1,294.89	1,479.87	1,664.86	2,034.83	2,404.80	2,774.76	3,329.72
Blaby	1,204.73	1,405.52	1,606.31	1,807.10	2,208.68	2,610.26	3,011.83	3,614.20
Braunstone Town	1,188.75	1,386.89	1,585.01	1,783.14	2,179.40	2,575.65	2,971.89	3,566.28
Cosby	1,161.12	1,354.64	1,548.16	1,741.69	2,128.73	2,515.77	2,902.80	3,483.38
Countesthorpe	1,186.83	1,384.64	1,582.44	1,780.26	2,175.87	2,571.48	2,967.09	3,560.52
Croft	1,165.10	1,359.29	1,553.47	1,747.66	2,136.03	2,524.40	2,912.76	3,495.32
Elmesthorpe	1,129.56	1,317.83	1,506.09	1,694.35	2,070.88	2,447.40	2,823.91	3,388.70
Enderby	1,156.46	1,349.22	1,541.96	1,734.71	2,120.20	2,505.69	2,891.17	3,469.42
Glenfield	1,163.67	1,357.62	1,551.57	1,745.52	2,133.41	2,521.31	2,909.19	3,491.04
Glen Parva	1,182.52	1,379.62	1,576.70	1,773.79	2,167.97	2,562.15	2,956.32	3,547.58
Huncote	1,169.12	1,363.98	1,558.83	1,753.68	2,143.39	2,533.10	2,922.80	3,507.36
Kilby	1,142.35	1,332.74	1,523.13	1,713.53	2,094.31	2,475.10	2,855.87	3,427.06
Kirby Muxloe	1,167.10	1,361.62	1,556.14	1,750.66	2,139.69	2,528.73	2,917.76	3,501.32
Leicester Forest East	1,156.40	1,349.14	1,541.87	1,734.61	2,120.08	2,505.55	2,891.01	3,469.22
Leicester Forest West	1,109.90	1,294.89	1,479.87	1,664.86	2,034.83	2,404.80	2,774.76	3,329.72
Lubbesthorpe	1,109.90	1,294.89	1,479.87	1,664.86	2,034.83	2,404.80	2,774.76	3,329.72
Narborough	1,186.66	1,384.44	1,582.21	1,780.00	2,175.55	2,571.11	2,966.66	3,560.00
Potters Marston	1,109.90	1,294.89	1,479.87	1,664.86	2,034.83	2,404.80	2,774.76	3,329.72
Sapcote	1,167.09	1,361.61	1,556.12	1,750.64	2,139.67	2,528.70	2,917.73	3,501.28
Sharnford	1,134.47	1,323.56	1,512.64	1,701.72	2,079.88	2,458.04	2,836.19	3,403.44
Stoney Stanton	1,148.51	1,339.94	1,531.35	1,722.78	2,105.62	2,488.46	2,871.29	3,445.56
Thurlaston	1,141.81	1,332.12	1,522.42	1,712.72	2,093.33	2,473.94	2,854.53	3,425.44
Whetstone	1,177.03	1,373.20	1,569.37	1,765.55	2,157.90	2,550.24	2,942.58	3,531.10
Wigston Parva	1,109.90	1,294.89	1,479.87	1,664.86	2,034.83	2,404.80	2,774.76	3,329.72



ENVIRONMENT AGENCY – FLOOD DEFENCE LEVY

The Environment Agency is a levying body for its Flood and Coastal Erosion Risk Management Functions under the Flood and Water Management Act 2010 and the Environment Agency (Levies) (England and Wales) Regulations 2011.

The Environment Agency has powers in respect of flood and coastal erosion risk management for main river and along tidal and sea defences in the area of the Trent Regional Flood and Coastal Committee (2,369 km), Anglian Northern Regional Flood and Coastal Committee (2,292 km) and Severn & Wye Regional Flood and Coastal Committee (2,486 km). Money is spent on the construction of new flood defence schemes, the maintenance of the river system and existing flood defences together with the operation of a flood warning system and management of the risk of coastal erosion.

The financial details are:

	REGIONAL FLOOD AND COASTAL COMMITTEES					
	Trent Regional Flood and Coastal Committee		Anglian Northern Regional Flood and Coastal Committee		Severn & Wye Regional Flood and Coastal Committee	
	2017/18 ('000)	2018/19 ('000)	2017/18 ('000)	2018/19 ('000)	2017/18 ('000)	2018/19 ('000)
Gross Expenditure	£37,515	£47,439	£48,906	£63,941	£17,885	£14,838
Levies Raised	£2,014	£2,054	£1,681	£1,698	£1,106	£1,128
Total Council Tax Base	1,761	1,792	570	581	940	958

The majority of funding for flood defence comes directly from the Department for the Environment, Food and Rural Affairs (Defra). However, under the new Partnership Funding rule not all schemes will attract full central funding. To provide local funding for local priorities and contributions for partnership funding the Regional Flood and Coastal Committees recommend through the Environment Agency a local levy.

A change in the gross budgeted expenditure between years reflects the programme of works for both capital and revenue needed by the Regional Flood and Coastal Committee to which you contribute.

Midlands Region - Trent

The total Local Levy raised has increased by 2.0% and has increased from £2,014,017 in 2017/2018 to £2,054,297 for 2018/2019.

Anglian Region

The total Local Levy raised has increased by 1.0% and has increased from £1,680,840 in 2017/2018 to £1,697,648 for 2018/2019.

Midlands Region – Severn & Wye

The total Local Levy raised has increased by 2.0% and has increased from £1,105,900 in 2017/2018 to £1,128,018 for 2018/2019.

Flood Defence

The County Council pays flood defence levies to the Midland and Anglian Regions of the Environment Agency.

	2017/2018 £'000	2018/2019 £'000
Midland	239	245
Anglian	46	46
Total	285	291

The total levy for the Midland Region in 2018/19 is £3.2m.

The total levy for the relevant part of the Anglian Region in 2018/19 is £1.7m.

COUNTY COUNCIL % INCREASES



**Leicestershire
County Council**

Example using Band D – percentage increases apply to all Bands

	2017/18 £	2018/19 £	Increases *
Main Element	1,128.15	1,163.20	3.0%
Adult Social Care Precept	44.23	79.40	3.0%
Total	1,172.38	1,242.60	6.0%

* Per Government guidance, each percentage is calculated as an increase to the 2017/18 total (£1,172.38 in the case of a Band D property). Percentages are shown to one decimal place, as displayed on Council Tax bills. The actual overall increase is 5.99%.

The Government introduced the Adult Social Care Precept in 2016/17, based on 2% of the 2015/16 Council Tax. The Government subsequently allowed Councils to make increases of up to 6% across the three financial years 2017/18, 2018/19 and 2019/20 with a maximum of 3% in any one year. The County Council approved a 2% increase in 2017/18 and has now approved a further 3% increase in 2018/19 and plans a 1% increase for 2019/20.

It should be noted that the Adult Social Care Precept was introduced to help address the significant pressures faced by Councils regarding this particular service. Around 50% of the main element of the County Council's Council Tax is also spent on Adult Social Care.

The following paragraphs are required to be included with information to be made available to bill payers. They explain that the County Council can raise an additional amount of Council Tax, for Adult Social Care, without requiring a referendum:

"The Secretary of State for Communities and Local Government has made an offer to adult social care authorities. ("Adult social care authorities" are local authorities which have functions under Part 1 of the Care Act 2014, namely County Councils in England, District Councils for an area in England for which there is no County Council, London Borough Councils, the Common Council of the City of London and the Council of the Isles of Scilly).

The offer is the option of an adult social care authority being able to charge an additional "precept" on its Council Tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the House of Commons, the Secretary of State intends to offer the option of charging this "precept" at an appropriate level in each financial year up to and including the financial year 2019-20."

WORRIED ABOUT PAYING YOUR COUNCIL TAX?

Are you finding it hard to pay?
Finances stretched?

*“We are here to help you”.
“We will listen to you!”*

Call us now and have a chat with our
Revenues Team

Tel: 0116 272 7600

Email: revenues@blaby.gov.uk

OTHER USEFUL CONTACTS

**BENEFITS TEAM
BLABY DISTRICT COUNCIL**

Tel: 0116 272 7510

Email: benefits@blaby.gov.uk

**INCOME AND COLLECTIONS TEAM
BLABY DISTRICT COUNCIL
(dealing specifically with debt
collection/advice after you have
received a Summons notice)**

Tel: 0116 272 7620

Email: recovery@blaby.gov.uk

**RESIDENT SUPPORT TEAM
BLABY DISTRICT COUNCIL**

Tel: 0116 272 7771

Email: residentsupport@blaby.gov.uk

**HOUSING OPTIONS TEAM
BLABY DISTRICT COUNCIL**

Tel: 0116 272 7770

Email: housing.options@blaby.gov.uk

CLOCKWISE

1 St. Nicholas Place, Leicester LE1 5LB

Tel: 0116 242 3900

Email: enquiries@clockwise.coop

Website: www.clockwise.coop

CHRISTIANS AGAINST POVERTY

Tel: 0800 328 0006

Email: info@capuk.org

Website: www.capuk.org

BLABY CITIZENS ADVICE

BLABY BRANCH

Blaby District Council, Desford Road,
Narborough, Leicester LE19 2EP

Tuesday & Wednesday: 10.00am – 3.00pm

Call our Gateway Assessment Service on
0300 330 1025

NARBOROUGH

Blaby District Council, Desford Road,
Narborough, Leicester LE19 2EP

Monday & Friday: 1:30pm – 3.45pm (*Appt Only*)

Phone 07929 922 237 to make an appointment
at this outreach

GLENFIELD

Glenfield Parish Council, Park House,
Stamford Street, Glenfield, Leicester LE3 8DL

Alternate Mondays: 9.30am to 11.30am (*Appt
Only*)

Phone 07929 922 237 to make an appointment
at this outreach

BRAUNSTONE TOWN

Braunstone Civic Centre, Kingsway,
Braunstone Town, Leicester LE3 2PP

Thursday: 9.30am – 4.15pm (*Appt only*)

Phone 0116 289 0045 to make an appointment
at this outreach

STONEY STANTON

The Library, St Michaels Court, Stoney Stanton,
Leicester LE9 4TH

Alternative Tuesdays: 10.00am - 12.00pm
(*Appt only*)

Phone 07929 922 237 to make an appointment
at this outreach

PAYMENT INFORMATION



We've made it even easier to start paying by Direct Debit – simply complete the online form on www.blaby.gov.uk or contact the Revenues Section by telephoning **(0116) 272 7530** with your bank account details in order to set up a Direct Debit, or simply complete the form overleaf and return it to the Council Offices (although this will delay the process of collecting your payments). We now offer 3 collection dates every month so you may choose whether you have your payments claimed on the **1st, 15th** or **28th** day of the month.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.
- The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change BLABY DISTRICT COUNCIL will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by BLABY DISTRICT COUNCIL or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.

Standing Order

Contact your bank and quote the Council's bank details:

HSBC Bank Plc, Blaby, Leicester;

Sort Code: 40-12-35;

Account No: 51285440;

Account Name: Blaby District Council Head Office Collection A/c.

PLEASE ENSURE THAT YOUR ACCOUNT REFERENCE NUMBER IS QUOTED

Debit/Credit card using our 24 hour automated payment line

Certain debit cards may be used and payment can also be made by credit card.

Please telephone **(0116) 272 7722** and have your debit/credit card and Council Tax Account Number to hand.

Internet Payments

This facility is available by logging onto the Council's website:

www.blaby.gov.uk/payments

Using the Bar Code on your bill at Allpay Outlets

- At **Post Offices** you can pay by cash, cheque or debit card without any charges.
- **PayPoint** outlets take cash payments without any charges and some accept debit cards (but may charge you for this).
- Many **outlets, shops and supermarkets** are open outside normal office hours and at weekends making this a very convenient way to pay.

The bar code will be scanned and a receipt will be provided.

Blaby District Council
Council Offices
Desford Road
Narborough
Leicester
LE19 2EP
0116 275 0555

**Instruction to your Bank or Building
Society to pay by Direct Debit**



Originator's Identification Number

9	5	7	1	1	0
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Please complete the shaded areas of this form using a ball-point pen and return it to the Council Offices.

Name(s) of Account Holder(s)

Bank/Building Society Account Number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your
Bank or Building Society

Bank/Building Society

Blaby District Council's Reference Number

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*FOR BLABY DISTRICT COUNCIL'S OFFICIAL USE ONLY
This is not part of the Instruction to your bank or building
society*

There are 3 different payment dates available for Direct Debit. Please circle your preferred payment date, otherwise the 1st of the month will be used:

1st, 15th, 28th

Instructions to your Bank or Building Society

Please pay Blaby District Council Direct Debits from the account detailed in this Instruction to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Blaby District Council and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)

--

This guarantee should be detached and retained by the Payer.



The Direct Debit Guarantee

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Blaby District Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Blaby District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.

GUIDANCE NOTES

Council Tax Valuation Bands

Every domestic property in the District has been placed in one of the following Council Tax valuation bands in accordance with its presumed capital value at 1st April 1991:

Valuation Band	Range of Values
A	Up to and including £40,000
B	£40,001 – £52,000
C	£52,001 – £68,000
D	£68,001 – £88,000
E	£88,001 – £120,000
F	£120,001 – £160,000
G	£160,001 – £320,000
H	Over £320,000

The valuation band for your property is shown on your bill. If you have recently moved into the property and you disagree with the banding you have six months from the date of occupation to appeal to:

**The Listing Officer, District Valuer's Office,
Northampton Valuation Office Agency, Princess
House, Cliftonville Road, Northampton, NN1 5AE
Tel: 03000 501 501 www.gov.uk/voa/contact**

Discounts

The Council Tax bill assumes that there are two adults living in a property. If you are the only adult occupier of your property you are entitled to a 25% discount. You may be able to get a discount or, in some cases, a full exemption if no-one lives in the property.

From 1st April 2006, the discount on furnished properties, which are no-one's sole or main residence, has been reduced to 10% and from 1st April 2011, long term empty properties will no longer be eligible for a discount.

From 1st April 2013, properties undergoing structural alteration or major repair will no longer be exempt and will be granted a discount of 50% for up to 12 months (from when the work commenced).

From 1st April 2014, a discount of 100% will be given for vacant/unfurnished properties for 1 month from the date that the property became empty.

Personal Discounts

Certain people will not be counted when looking at the number of adults in a property if they meet certain conditions:

- Full-time students, student nurses, apprentices and youth trainees.
- Patients resident in hospital
- Patients who are being looked after in care homes.
- People who are severely mentally impaired.
- People staying in certain hostels or night shelters.
- 1,8 or 19 year olds who are at or have just left school.
- Careworkers working for low pay, usually for charities.
- People caring for someone with a disability who is not a spouse, partner or child under 18.
- Members of visiting forces and certain international institutions and foreign language assistants.
- Members of religious communities (e.g.: monks, nuns).
- People in prison (except those in prison for nonpayment of Council Tax or a fine).

If a member of your household falls into any of these

categories you should contact the Revenues Section for further information.

If a discount is granted and your entitlement changes you must inform the Revenues Section immediately as failure to do so could result in the **IMPOSITION OF A FINANCIAL PENALTY**.

Penalty Charges

Please note that failure to supply or knowingly supply false or misleading information will render you liable to a Penalty of £70.00 and possible further prosecution under the Local Government Finance Act 1992.

Therefore, should you have any queries or require any further assistance, please contact the Revenues Section on 0116 272 7530.

Blaby District Council is under a duty to protect the public funds it administers and to this end may use the information you have provided in respect of your Council Tax liability for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

People with Disabilities

If your property has an extra room required for the special needs of a disabled person or there is sufficient space to use a wheelchair indoors, you may be entitled to a reduction in your bill. The reduction will be equivalent to a rebanding of the property into the band immediately below that shown in the valuation list. From 1st April 2000, this reduction can also be applied to Band A properties. Further details can be obtained from the Revenues Section.

Exempt Dwellings

Some dwellings are exempt, including properties occupied only by students, minors, persons who are severely mentally impaired and vacant properties which:

- Are owned by a charity (exempt for up to 6 months).
- Are left empty by someone who has gone into prison.
- Are left empty by someone who has moved to receive personal care in a hospital or a home or elsewhere.
- Are left empty by someone who has moved in order to provide personal care to another person.
- Are waiting for probate or letters of administration to be granted (and up to 6 months after).
- Have been repossessed.
- Are the responsibility of a bankrupt's trustee.
- Are empty because their occupation is forbidden by law.
- Are waiting to be occupied by a minister of religion.
- Are "Granny" Annexes.

Forces barracks, messes and married quarters are also exempt, as are properties occupied by members of visiting forces and their dependents where they are neither British citizens nor ordinarily resident in the United Kingdom. If you think that any of the above circumstances apply to your property, you should contact the Revenues Section for further information.

Granny Annexes

With effect from 1st April 1997, an annexe or similar self contained part of the property, which is occupied by an

Guidance notes (continued)

elderly or disabled relative of the residents living in the rest of it, should not be regarded as a separate dwelling for Council Tax purposes

Annexe discount - new for 2014

From 1 April 2014 annexes which are used by the occupier of the main house as part of the main home, or annexes which are occupied by a relative of the person living in the main house will be entitled to a 50% reduction in the Council Tax payable on the annexe.

The criteria for the annexe discount is:

The annexe must form part of a single property which includes at least one other property. ie. the annexe must be within the grounds of the main house (not necessarily attached) and must be included in the title deeds of the main house and not registered separately.

And either:

- The annexe is being used by the resident of the main house, as part of their main home,
- or

- The annexe is lived in by a relative of the person who lives in the main house. For this purpose a relative is defined as: a partner, parent, child, step child, grandparent, grandchild, brother, sister, uncle, aunt, nephew and niece (also includes great grandparent, great grandchild etc. and great great grandparent etc).

Appeals

In addition to your right of appeal on valuation matters i.e. the banding of your property, you may also appeal on non-valuation matters, these are:

- (a) Any decision of the Council that a property is chargeable, or that you are liable to pay Council Tax in respect of that property.
- (b) Any calculation made by the Council of an amount which you are liable to pay in respect of Council Tax.

If you wish to make an appeal then you must put your reasons in writing to the Revenues and Recovery Manager. If you are dissatisfied with the subsequent decision you will ultimately have the right of appeal to the Valuation Tribunal

NON-DOMESTIC RATES

Non-Domestic Rates

Non-Domestic Rates, or business rates, collected by local authorities are the way that those who occupy non-domestic property contribute towards the cost of local services. Under the business rates retention arrangements introduced from 1st April 2013, authorities keep a proportion of the business rates paid locally. This provides a direct financial incentive for authorities to work with local businesses to create a favourable local environment for growth since authorities will benefit from growth in business rates revenues. The money, together with revenue from Council Tax payers, revenue support grant provided by the Government and certain other sums, is used to pay for the services provided by local authorities in your area. Further information about the business rates system, including transitional and other reliefs, may be obtained at www.gov.uk

Rateable Value

Apart from properties that are exempt from business rates, each non-domestic property has a rateable value which is set by the valuation officers of the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. They draw up and maintain a full list of all rateable values, available at www.gov.uk/government/organisations/valuation-office-agency. The rateable value of your property is shown on the front of your bill. This broadly represents the yearly rent the property could have been let for on the open market on a particular date. For the revaluation that came into effect on 1st April 2017, this date was set as 1st April 2015.

The Valuation Officer may alter the value if circumstances change. The ratepayer (and certain others who have an interest in the property) can appeal against the value shown in the list if they believe it is wrong. Full details on your rights of appeal are available from the Valuation Office Agency. Your billing authority can only backdate any

business rates rebate to the date from which any change to the list is to have effect.

Further information about the grounds on which appeals may be made and the process for doing so can be found on the www.gov.uk website or obtained from your local valuation office.

National Non-Domestic Rating Multiplier

The local authority works out the business rates bill by multiplying the rateable value of the property by the appropriate multiplier. There are two multipliers: the standard non-domestic rating multiplier and the small business non-domestic rating multiplier. The former is higher to pay for small business rate relief. Except in the City of London where special arrangements apply, the Government sets the multipliers for each financial year for the whole of England according to formulae set by legislation.

The current multipliers are shown on the front of your bill.

Business Rates Instalments

Payment of business rate bills is automatically set on a 10-monthly cycle. However, the Government has put in place regulations that allow businesses to require their local authority to enable payments to be made through 12 monthly instalments. If you wish to take up this offer, you should contact the local authority as soon as possible.

Revaluation 2017 and Transitional Arrangements

All rateable values are reassessed at a general revaluation. The most recent valuation took effect from 1st April 2017. Revaluations make sure each ratepayer pays their fair contribution and no more, by ensuring that the share of the national rates bill paid by any one ratepayer reflects changes over time in the value of their property relative to others. Revaluation does not raise extra money for Government.

Non-domestic rates (continued)

Whilst the 2017 revaluation did not increase the amount of rates collected nationally, within this overall picture, the majority of ratepayers received a reduction or no change in their bill whereas some ratepayers saw increases.

A £3.6 billion transitional relief scheme limits changes in rate bills as a result of the 2017 revaluation. To help pay for the limits on increases in bills, there are also limits on reductions in bills. Under the transitional scheme, limits continue to apply to yearly increases and decreases until the full amount is due [rateable value times the appropriate multiplier]. The scheme applies only to the bill based on a property at the time of the revaluation. If there are any changes to the property after 1st April 2017, transitional arrangements will not normally apply to the part of a bill that relates to any increase in rateable value due to those changes. Changes to your bill as a result of other reasons (such as changes to the amount of small business rate relief) are not covered by the transitional arrangements.

The transitional arrangements are applied automatically and are shown on the front of your bill. Further information about transitional arrangements and other reliefs may be obtained from **Blaby District Council** or the www.gov.uk/introduction-to-business-rates.

More information on the 2017 revaluation can be found at www.gov.uk/introduction-to-business-rates/revaluation

Unoccupied Property Rating

Business rates will not be payable in the first three months that a property is empty. This is extended to six months in the case of certain industrial properties. After this period rates are payable in full unless the unoccupied property rate has been reduced by the Government by order.

In most cases the unoccupied property rate is zero for properties owned by charities and community amateur sports clubs. In addition, there are a number of exemptions from the unoccupied property rate. Full details on exemptions can be obtained from your local authority. If the unoccupied property rate for the financial year has been reduced by order, it will be shown on the front of your bill.

Partly Occupied Property Relief

A ratepayer is liable for the full non-domestic rate whether a property is wholly occupied or only partly occupied. Where a property is partly occupied for a short time, the local authority has discretion in certain cases to award relief in respect of the unoccupied part. Full details can be obtained from the local authority.

Small Business Rate Relief

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bills calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

In addition, generally, if the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a

maximum of 100%. For a property with a rateable value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bill.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either—
(a) one property, or
(b) one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £19,999 outside London or £27,999 in London on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

Where a ratepayer meets the eligibility criteria and has not received the relief they should contact their local authority. Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period. Certain changes in circumstances will need to be notified to the local authority by a ratepayer who is in receipt of relief (other changes will be picked up by the local authority). The changes which should be notified are—
(a) the ratepayer taking up occupation of an additional property, and
(b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

Charity and Community Amateur Sports Club Relief

Charities and registered Community Amateur Sports Clubs are entitled to 80% relief where the property is occupied by the charity or the club, and is wholly or mainly used for the charitable purposes of the charity (or of that and other charities), or for the purposes of the club (or of that and other clubs).

The local authority has discretion to give further relief on the remaining bill. Full details can be obtained from the local authority.

Relief for Local Newspapers

The Government is providing funding to local authorities so that they can provide a discount worth up to £1,500 a year for 2 years from 1st April 2017, to office space occupied by local newspapers. This is up to a maximum of one discount per local newspaper title and per hereditament, and up to state aid limits. The relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Eligibility criteria for this relief is set out in a

Non-domestic rates (continued)

guidance note: "The case for a business rates relief for local newspapers", which can be obtained at www.gov.uk/government/consultations/the-case-for-a-business-rates-relief-for-local-newspapers

Spring Budget 2017 Relief Scheme: Supporting Small Business

Ratepayers losing Small Business or Rural Rate Relief as a result of the 2017 revaluation will have their increases limited to the greater of either (i) a cash value of £600 per year, or (ii) the matching cap on increases for small properties in the transitional relief scheme. This relief will run for 5 years to 31st March 2022 and ratepayers will receive the relief until this date or they reach what their bill would have been within the relief scheme, whichever is first.

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Further information can be obtained from your local authority.

Spring Budget 2017 Relief Scheme: Discretionary Scheme

The Government is providing £300 million of funding to local authorities over 4 years to 31st March 2021 to provide discounts to ratepayers in their area on a discretionary basis. Each authority has been allocated a share with which to design and implement a scheme to deliver targeted support to ratepayers. The £300m will cover the 4 years from 2017/18: £175m in 2017/18; £85m in 2018/19; £35m in 2019/20 and £5m in 2020/21.

Local authority allocations can be found at:

<https://www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme>

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Further information can be obtained from your local authority.

Spring Budget 2017 Relief Scheme: Support for Pubs

The Government is providing funding for local authorities to provide a £1,000 discount to pubs with a rateable value of below £100,000. This was to run for 2017/18 only; at Autumn Budget 2017, the Government extended the scheme for an additional year. Pubs with a rateable value of below £100,000 will also receive a £1,000 discount for 2018/19.

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Further information can be obtained from your local authority.

Local Discounts

Local authorities have a general power to grant discretionary local discounts. Full details can be obtained from the local authority.

State Aid

The award of such discounts is considered likely to amount to state aid. However it will be state aid compliant where it

is provided in accordance with the De Minimis Regulations EC 1407/2013. The De Minimis Regulations allow an undertaking to receive up to £200,000 'de minimis' aid over a rolling three year period. If you are receiving, or have received, any 'de minimis' aid granted during the current or two previous financial years (from any source), you should inform the local authority immediately with details of the aid received.

Hardship Relief

The local authority has discretion to give hardship relief in specific circumstances. Full details can be obtained from the local authority.

Rating advisers

Ratepayers do not have to be represented in discussions about their rateable value or their rates bill. However, ratepayers who do wish to be represented should be aware that members of the Royal Institution of Chartered Surveyors (RICS - website www.rics.org) and the Institute of Revenues, Rating and Valuation (IRRV - website www.irrv.org.uk) are qualified and are regulated by rules of professional conduct designed to protect the public from misconduct. Before you employ a rating adviser, you should check that they have the necessary knowledge and expertise, as well as appropriate indemnity insurance. Take great care and, if necessary, seek further advice before entering into any contract.

Information Supplied with Demand Notices

Information relating to the relevant and previous financial years in regard to the gross expenditure of the local authority is available at www.blaby.gov.uk. A hard copy is available on request by writing to the council or by telephoning (0116) 272 7530.

Rate Relief for businesses in rural areas

Certain types of properties in a rural settlement with a population below 3,000 may be entitled to relief. The property must be the only general store, the only post office or a food shop and have a rateable value of less than £8,500, or the only public house or the only petrol station and have a rateable value of less than £12,500. The property has to be occupied. An eligible ratepayer is entitled to relief at 50% of the full charge whilst the local authority also has discretion to give further relief on the remaining bill.

The 2016 Autumn Statement confirmed the doubling of rural rate relief from 50% to 100% from 1st April 2017. Local authorities will be expected to use their local discount powers to grant 100% rural rate relief to eligible ratepayers from 1st April 2017.

In addition the local authority can give relief on certain other occupied property in a rural settlement where the rateable value is less than £16,500. Full details can be obtained from the local authority.

INFORMATION IN ALTERNATIVE FORMATS

If you require this information in an alternative version such as large print, Braille, audio tape or help in understanding it in your language, please contact the Revenues section **by telephone on 0116 272 7530** or by email revenues@blaby.gov.uk

Urdu اگر آپ کو یہ معلومات کسی متبادل شکل مثلاً بڑے حروف، بریل، آڈیو ٹیپ میں درکار ہو یا اسے اپنی زبان میں سمجھنے کے لئے مدد کی ضرورت ہو تو براہ کرم ریونیوز سیکشن کو 0116 272 7530 پر ٹیلیفون کریں یا revenues@blaby.gov.uk پر ای میل کے ذریعے رابطہ قائم کریں۔

Punjabi ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਜਿਵੇਂ ਕਿ ਵੱਡੇ ਛਾਪੇ, ਬਰੇਲ, ਆਡੀਓ ਟੇਪ ਤੇ ਚਾਹੀਦੀ ਹੋਵੇ ਜਾਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਸਮਝਣ ਵਿੱਚ ਮਦਦ ਦੀ ਲੋੜ ਹੋਵੇ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਰੈਵਿਨਿਊਜ਼ ਸੈਕਸ਼ਨ ਨਾਲ 0116 272 7530 ਤੇ ਫੋਨ ਕਰਕੇ ਜਾਂ revenues@blaby.gov.uk ਈਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ ।

Hindi यदि आप को यह जानकारी किसी अन्य रूप में जैसे कि बड़े प्रिन्ट (छपाई), ब्रेल, ऑडिओ टेप पर चाहिये या अपनी भाषा में समझने में सहायता चाहिये तो कृपया 0116 272 7530 पर फोन करके या revenues@blaby.gov.uk पर ईमेल करके रिविन्यूज़ सैक्शन के साथ सम्पर्क करें ।

Gujarati જો તમને આ માહિતી બીજી કોઈ આવૃત્તિમાં જેવી કે મોટા અક્ષરોમાં, બ્રેઇલમાં અથવા ઓડિઓ ટેઇપમાં જોઈતી હોય, અથવા તમારી પોતાની ભાષામાં સમજવામાં મદદની જરૂર હોય, તો કૃપા કરી રેવેન્યુઝ સેક્શનનો સંપર્ક કરો 0116 272 7530 નંબર ઉપર અથવા અહીં ઈમેઇલથી revenues@blaby.gov.uk.

Polish Jesli potrzebujesz ta informacje w innym formacie, takim jak duzy druk, Braille, kaseta audio badz przetlumaczona w Twoim jezyku, prosze o kontakt z wydzialem Revenues pod numerem telefonu 0116 272 7530 lub emailem revenues@blaby.gov.uk

Chinese 如果你需要本资料的其他文本，如大字本、盲文本、录音带、或能帮助你用你的母语来理解本资料的其他方法，请与财政处联系，拨打电话0116 272 7530，或发电子邮件至 revenues@blaby.gov.uk。

For enquiries about Council Tax/NNDR or any other Council Services contact:

Blaby District Council
Council Offices
Narborough
Leicester LE19 2EP

Tel: **0116 275 0555**

(All divisions unless shown separately below)

24 Hour Payment Line:
0116 272 7722

Fax: 0116 275 0368

Minicom: 0116 284 9786

Website: www.blaby.gov.uk

Opening Hours:

Monday, Tuesday and Thursday:
8.45am to 5.15pm

Wednesday:
9.30am to 5.15pm

Friday:
8.45am to 4.45pm

In case of emergencies outside
normal office hours please telephone

0844 736 9545

(Please specify the service required)

*Calls cost 5p per minute plus your telephone
company's network access charge.*

Blaby District Council now has direct lines to many of its main services, including:

Anti-Social Behaviour	0116 272 7677	Email: community.safety@blaby.gov.uk
Benefits	0116 272 7510	Email: benefits@blaby.gov.uk
Building Control	0116 272 7533	Email: building.control@blaby.gov.uk
Council Tax and Non-Domestic Rates	0116 272 7530	Email: revenues@blaby.gov.uk
Domestic Violence	0116 272 7637	
	Mobile: 0790 022 6875	Email: community.safety@blaby.gov.uk
Elections/Electoral Registration	0116 272 7560	Email: electoral@blaby.gov.uk
Environment	0116 272 7555	Email: env.health@blaby.gov.uk
<i>Refuse and recycling, garden waste, food hygiene, health and safety, noise, pollution, street cleaning, litter, dogs and licensing</i>		
Disabled Facilities Grants	0116 272 7683	Email: housing.adaptations@blaby.gov.uk
Health & Leisure	0116 272 7703	Email: leisure@blaby.gov.uk
Housing and Homelessness	0116 272 7770	Email: housing.options@blaby.gov.uk
Planning	0116 272 7705	Email: planning@blaby.gov.uk
Economic Development	0116 272 7735	Email: economicdevelopment@blaby.gov.uk
Resident Support	0116 272 7771	Email: residentsupport@blaby.gov.uk
The Pavilion, Sportsfield Lane, Huncote, Leicestershire LE9 3BN	0116 275 0246	Email: leisure@blaby.gov.uk
Youth Development	0116 272 7723	Email: community.safety@blaby.gov.uk