

## 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 Valuation Office Agency

<https://www.gov.uk/challenge-council-tax-band>

Tel: 03000 501 501

### 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.

Properties undergoing structural alteration or major repair will be granted a discount of 50% for up to 12 months (from when the work commenced).

A discount of 100% will be given for vacant/unfurnished properties for 1 month from the date that the property became empty.

Please note this discount is awarded to the property so in some instances it can affect two liable periods or accounts and each account benefit from a partial discount.

#### 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.
- 18 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 non payment of Council Tax or a fine).

If a member of your household falls into any of these categories you should contact the Council Tax Team for further information.

If a discount is granted and your entitlement changes you must inform the Council Tax Team immediately as failure to do so could result in 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 Council Tax Team on 0116 272 7530.

### **How Your Information is Used**

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. This reduction can also be applied to Band A properties.

Further details can be obtained from the Council Tax Team.

### **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 Council Tax Team on 0116 272 7530.

### Granny Annexes

An annexe or similar self contained part of the property, which is occupied by an 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

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).

### Empty Properties - Premium Charge

Properties that have been empty and substantially unfurnished for more than 2 years will be charged a premium of 100% on top of the full Council Tax charge. For full details and exemptions please see our [Empty Property Premium](#) page

## 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 Council Tax and Benefits Manager.