Hinckley & Bosworth Borough Council

Guide to Council Tax 2020/21

For details of how to pay please see the reverse of your council tax notice.

Hinckley & Bosworth Borough Council
Hinckley Hub • Rugby Road • Hinckley
Leics LE10 0FR

Tel: 01455 238141 Fax: 01455 251172
Online contact form: www.hinckley-bosworth.gov.uk/generalQ
Website: www.hinckley-bosworth.gov.uk

If you want this information in larger print or audio versions please telephone 01455 238141

Guide to Council Tax

What is Council Tax?

Each year the Government expects local authorities to raise money to help pay for the cost of providing local services. Some of this money comes from residents of the borough and is collected by the council in the form of council tax.

Where does the money go?

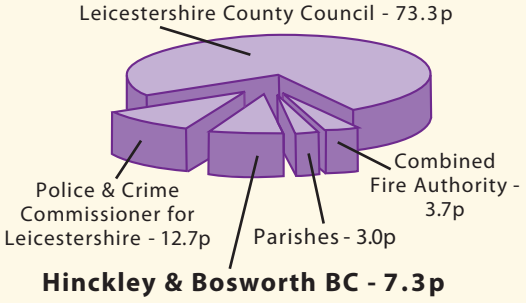
The money we collect from you is not all for Hinckley and Bosworth Borough Council. **In fact we keep only 7.3p in every pound**. The rest of the money is collected by us on behalf of a number of other authorities who also provide services in your area. These are:

- Leicestershire County Council
- Combined Fire Authority
- Police & Crime Commissioner for Leicestershire
- Local parish councils

In addition to the money collected from council tax payers we also receive:

- government grants
- rates paid by businesses
- fees, charges and other income

HOW EVERY POUND COLLECTED IS DISTRIBUTED



Paying council tax over 12 months

Council tax instalments can now be spread over 12 months instead of 10. Following your request the number of payments will be dependant on the number of months remaining in the financial year. Your request for 12 monthly instalments will automatically apply to the next financial year. If you would like to pay your council tax over 12 instalments please email your request detailing your name, address and reference number to **revenues@hinckley-bosworth.gov.uk**
or contact the Customer Services Team on **01455 238141**.

Council tax, benefits and business rates online

Once registered, customers will be able to view their own council tax account, benefit claim or business rates account online. You can register online at the following website **www.hinckley-bosworth.gov.uk/paperfree**

Council tax appeals

If you do not agree with the band for your home and you wish to make an appeal please contact the Valuation Office.

Tel: 03000 501501

For further information regarding banding appeals see the Valuation Office website https://www.gov.uk/council-tax-bands or visit our website www.hinckley-bosworth.gov.uk

Other appeals

If you wish to appeal against any other matter regarding your council tax please do so in writing to the Council Tax Team.

If you are appealing against any matter regarding your council tax, you should continue to pay your original council tax bill whilst your appeal is outstanding. Any overpayment will be refunded to you or offset against any outstanding balance.

Discounts and exemptions

Council tax assumes there are at least 2 adults living in the home. If you live on your own you are entitled to a 25% discount.

Discounts on empty and furnished properties:

1) **Properties that are in need of, or undergoing major repair work or structural alteration** -
   These properties will be entitled to a 50% discount from council tax for up to twelve months.

2) **Properties that are unoccupied and unfurnished** -
   These properties will be entitled to a one month discount of 100%.

3) **Annexe discount** -
   Annexes meeting certain criteria will be entitled to a 50% discount. To qualify for a discount the annexe must be occupied by a relative of the person liable to pay council tax on the main home or if it is unoccupied the annexe must be being used as part of the main home. If you wish to apply we will send you an application form.

NB - Properties that are unoccupied and furnished do not receive a discount. A full charge will apply.

From 1 April 2020 properties that are empty and unfurnished for more than two years will now be subject to an additional charge for empty homes premium. Further information regarding this can be found at: https://www.hinckley-bosworth.gov.uk/counciltax

Some properties may be exempt from council tax and the following is a broad description.

Class	Unoccupied properties	Entitlement
B	Owned by a charity	Up to 6 months
D	Left empty by someone who has gone to prison	
E	Previously occupied by a person in permanent residential care	
F	Waiting for probate or letters of administration to be granted	Up to 6 months after probate is granted
G	Empty because occupation is forbidden by law	
H	Waiting to be occupied by a minister of religion	
I	Left empty by someone who has moved to receive personal care by reason of old age, disablement or illness	
J	Left empty by someone who has moved to provide personal care to another person	
K	Owned by a student and last occupied by a student	
L	Subject to a Repossession Order	
Q	The responsibility of a bankrupt's trustee	
R	A site for a caravan, mobile home or mooring	
T	Granny annexes or similar type of property	

Class	Occupied properties
M/N	All the residents are students
O	Used for UK armed forces accommodation
P	At least one liable person is a member of a visiting force
S	All residents are less than 18 years old
U	All residents are severely mentally impaired
V	At least one liable person is a foreign diplomat
W	It is annexed to a family home and occupied by that family's elderly or disabled relatives

If you think you may be entitled to a discount or may be exempt please contact the council tax section on 01455 238141.

If you receive a discount/exemption then you must tell the council tax section within 21 days of any change of circumstances which affects your entitlement.

If the property remains unoccupied and unfurnished after any exemption expires then it will attract a 100% council tax charge.

If the property remains empty for more than two years you will now be subject to an additional charge for empty homes premium.

How to pay

Please see the details on the reverse of your bill.

Council tax support scheme

If you are under state pension age you will have to pay some of your council tax. If you are working age the maximum amount you will have to pay is 12%. **It is important that you contact us as soon as you receive your Demand Notice, if you need help and advice on how to pay your charge**.

IMPORTANT NOTE: All changes in circumstance should be reported within a month of the change occurring. Failure to do this will be dealt with as an act of Fraud.

Are you struggling to pay your rent and council tax?

If you would like to check if you would be entitled to any assistance please call the Benefits Section on 01455 238141 or check out our website for more information at www.hinckley-bosworth.gov.uk.

On our website we have a benefits calculator so you can work out your entitlement without having to reveal any of your income to a third party. It will not ask for your name or your address, you just put in details of your income and within a few minutes you will know whether you are entitled to any help with your rent and council tax bills.

Claim what is rightfully yours!

Have your circumstances changed?

If you receive benefits, you must inform the benefits section at Hinckley and Bosworth Borough Council immediately of any change in your or your household's circumstances which may affect your benefit entitlement. Advising another Government department, such as the Department for Work and Pensions or the Inland Revenue, does not mean that we will be notified of your changes.

BENEFIT FRAUD

We are committed to fighting fraud in your area but want your help, so if you suspect that someone may be claiming benefits that they're not entitled to, please call the National Benefit Fraud Hotline on

0800 854 440

or use the DWP website
https://www.gov.uk/report-benefit-fraud
or write to
NBFH, PO Box 224, Preston, PR1 1GP

Citizens Advice Bureau

Contact the CAB for impartial and independent advice which is free and confidential.

Advice line: 0300 3302111. These advice lines are open from Monday to Friday from 9am to 4pm

Citizens Advice Leicestershire website (leicscab.org.uk)

FAQ's

I want to set up a Direct Debit to pay my council tax / business rates.
You can set up a Direct Debit using the instruction within this leaflet. Alternatively telephone customer services on 01455 238141 who will arrange this without the need to complete any paperwork. You can also set up a Direct Debit online at www.hinckley-bosworth.gov.uk

My bill states I pay by Direct Debit do I need to do anything?
No - the payments will automatically be taken from your account on the dates shown on your bill.

I have received a council tax bill and I don't understand why the amounts have changed?
There may be various reasons why the amounts have changed. Your entitlement to a discount or Council Tax Support may be different. If it is not clear from your bill or the accompanying letter please contact customer services.

My bill says I'm in a special expense area. What does that mean?
An urban area such as Hinckley does not have a Parish Council therefore the Borough Council takes on this role. Residents in other areas of the Borough pay their Parish Council for certain services and residents of Hinckley pay 'special expenses' to the Borough Council.

I want to let you know about a change of address/change in occupancy.
Please contact customer services or you can log onto www.hinckley-bosworth.gov.uk and complete an on-line form.

What is an applicable amount?
This is a weekly figure set by the Government and represents the basic living needs of the customer and family. All authorities will use this amount when calculating entitlement to benefit.

I have received my Council Tax Support award letter and the amount of savings (capital) quoted is different to the amount I now have in my account(s).
The figures used in the calculation will be based upon the amount of savings you had when you last applied. If you are of working age savings below £6,000 will not be taken into account when assessing entitlement. This figure is £10,000 in respect of pensioners.

The state retirement pension/welfare benefit amount shown on my benefit award letter is not quite what I receive.
Most DWP benefits are increased by a certain percentage each year which we work out for the new financial year. If your figure is not accurate please bring in your pension/benefit award letter so that we may adjust our records.

How we will use your information

Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks. It will be used by Hinckley & Bosworth Borough Council and our partners to deliver and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page: https://www.hinckley-bosworth.gov.uk/privacy

Paying by Direct Debit

Easy to Arrange - To start paying Direct Debit is simple, just complete and return the instruction below. We will inform your bank or building society to set up the arrangement. Alternatively, you can telephone our customer services team on 01455 238141 during normal working hours and provide your bank or building society details i.e. account name, number and sort-code and (subject to certain safeguards) be immediately set up for this payment option without completing any paperwork.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Hinckley & Bosworth Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hinckley & Bosworth Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Hinckley & Bosworth Borough Council or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society.
- If you receive a refund you are not entitled to, you must pay it back when Hinckley & Bosworth Borough Council asks you to.
- You can cancel a Direct Debit at any time simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

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

Please fill in the form and send it to:

Hinckley & Bosworth Borough Council, The Leicestershire Partnership, PO Box 10004, Hinckley, Leicestershire LE10 9EJ

Name & full postal address of your Bank or Building Society

To: The Manager **Bank/Building Society**

Address

Postcode

Name(s) of Account Holder(s)

Branch Sort Code

Bank/Building Society account number

Originator's Identification Number

9	9	5	9	9	8

Local Authority Reference Number

Instruction to your Bank or Building Society

Please pay Hinckley & Bosworth Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Hinckley & Bosworth Borough Council and, if so, will be passed electronically to my bank or building society.

Signature(s)

Date

FOR HINCKLEY & BOSWORTH BOROUGH COUNCIL OFFICIAL USE ONLY.
This is not part of the instruction to your bank or building society. However, the information is required by Hinckley & Bosworth Borough Council. Please complete accordingly.

Name & Address

Postcode

Hinckley & Bosworth Borough Council

Payment Frequency, tick the appropriate box, with monthly there is a choice of 1st, 15th or 28th of the month.

Monthly - 1st 15th 28th Half yearly Annually

Do you want to pay over 10 months or 12 months? (please tick box) **10 months** **12 months**

What is the money spent on?

2019/20 Expenditure £'000	2019/20 Income £'000	2019/20 Net Spending £'000		2020/2021 Expenditure £'000	2020/2021 Income £'000	2020/2021 Net Spending £'000	Per Band D Equivalent after funding £
816	715	101	**Highways**	864	699	165	2.06
6,058	4,463	1,595	**Planning & Economic Development**	7,054	5,224	1,830	22.74
1,966	1,139	827	**Recreation & Tourism**	2,181	1,239	942	11.70
1,134	185	949	**Environmental Health**	1,189	154	1,035	12.87
5,361	1,798	3,563	**Refuse Collection & Street Cleansing**	6,065	1,854	4,211	52.34
19,112	17,637	1,475	**Housing**	17,121	15,233	1,888	23.48
11,084	11,084	0	**Housing Revenue Account**	11,155	11,155	0	0.00
17,068	14,199	2,869	**Other Services**	17,300	15,951	1,349	16.77
62,599	51,220	11,379	**Gross Expenditure**	62,929	51,509	11,420	141.96
		180	**Transfer to (Use of) Reserves**			(568)	(7.09)
		11,559	**Borough Net Expenditure**			10,852	134.87
			Borough Funding *			(5,593)	
			Band D Council Tax			5,259	

* BOROUGH FUNDING	£'000	Per Band D Equivalent £
Business Rates	3,966	101.70
New Homes Bonus	1,642	42.13
Collection Fund Surplus/(Deficit)	(15)	(0.40)
	5,593	143.43

How the charge is made up

2020/2021	£'000	Per Band D Equivalent £
Borough Council Tax	5,259	134.87
Parish Councils	2,180	55.90
Budget Requirement	7,439	190.77
Leicestershire County Council	52,401	1,343.73
Combined Fire Authority	2,650	67.96
Police & Crime Commissioner for Leicestershire	9,095	233.23
	71,585	1,835.69

Costs of Refuse Collection & Recycling Funded from Council Tax 2020/21

This table shows the **annual** net costs for the refuse and recycling services for 2020/21 that are being funded from council tax, expressed as cost per household and at each property band. Council tax only funds **44.6%** of our total net spending.

	per Household £p	Band D Equivalent £p	Band A £p	Band B £p
Recycling	17.21	22.04	14.69	17.14
Refuse	10.78	13.81	9.21	10.74
Total Refuse & Recycling	27.99	35.85	23.90	27.88

	Band C £p	Band D £p	Band E £p	Band F £p	Band G £p	Band H £p
Recycling	19.59	22.04	26.94	31.84	36.73	44.08
Refuse	12.28	13.81	16.88	19.95	23.02	27.62
Total Refuse & Recycling	31.87	35.85	43.82	51.79	59.75	71.70

Why has the Borough Council's spending altered?

2019/20 £m		2020/21 £m	Movement £m
11.379	Gross Expenditure	11.420	0.041
0.180	Transfer to (Use of) Reserves	(0.568)	(0.748)
11.559	Borough Net Expenditure	10.852	(0.707)
2.089	Parish Precepts	2.180	0.091
13.648	Budget Requirement	13.032	(0.616)
(4.433)	Business Rates	(3.966)	0.467
(2.272)	New Homes Bonus	(1.642)	0.630
0.243	Collection Fund (Surplus)/Deficit	0.015	(0.228)
7.186	Demand on Collection Fund	7.439	0.253
	Funded By:		
4.365	Borough Taxpayers	4.504	0.139
0.732	Special Expenses Taxpayers	0.755	0.023
2.089	Parish Taxpayers	2.180	0.091
7.186		7.439	0.253

Flood Defence Levy

The Midlands and Anglian Regions of the Environment Agency charge levies to the County Council for their flood defence functions which are included in the County's precept. Total gross expenditure for the Midlands Region for 2020/21 is £82.525m (2019/20 is £90.457m) and for the Anglian region £71.875m (2019/20 is £82.537m)

Summary of Council Tax 2020/2021

		VALUATION BAND							
Area/Parish	Amount required £	A (6/9) £	B (7/9) £	C (8/9) £	D (9/9) £	E (11/9) £	F (13/9) £	G (15/9) £	H (18/9) £
Hinckley	755,356.00	1,219.30	1,422.50	1,625.73	1,828.94	2,235.37	2,641.80	3,048.23	3,657.87
Bagworth	115,000.00	1,250.02	1,458.34	1,666.70	1,875.02	2,291.70	2,708.36	3,125.04	3,750.04
Barlestone	82,700.00	1,242.85	1,449.98	1,657.13	1,864.26	2,278.55	2,692.82	3,107.11	3,728.52
Barwell	255,871.00	1,235.62	1,441.54	1,647.50	1,853.42	2,265.30	2,677.16	3,089.04	3,706.84
Burbage	429,113.30	1,221.03	1,424.52	1,628.04	1,831.53	2,238.54	2,645.54	3,052.56	3,663.06
Cadeby	4,409.00	1,202.05	1,402.37	1,602.73	1,803.06	2,203.75	2,604.42	3,005.11	3,606.12
Carlton	8,300.00	1,204.74	1,405.52	1,606.32	1,807.10	2,208.69	2,610.26	3,011.84	3,614.20
Desford	133,950.00	1,227.22	1,431.75	1,636.30	1,840.83	2,249.91	2,658.97	3,068.05	3,681.65
Earl Shilton	279,047.00	1,232.22	1,437.58	1,642.97	1,848.33	2,259.07	2,669.80	3,080.55	3,696.65
Groby	179,438.16	1,218.64	1,421.73	1,624.85	1,827.95	2,234.16	2,640.37	3,046.58	3,655.89
Higham on the Hill	14,637.00	1,205.69	1,406.62	1,607.59	1,808.52	2,210.42	2,612.31	3,014.21	3,617.04
Market Bosworth	107,967.54	1,251.76	1,460.37	1,669.01	1,877.62	2,294.88	2,712.12	3,129.38	3,755.25
Markfield	135,310.00	1,226.60	1,431.03	1,635.48	1,839.90	2,248.77	2,657.63	3,066.50	3,679.79
Nailstone	20,000.00	1,235.32	1,441.19	1,647.10	1,852.97	2,264.75	2,676.51	3,088.29	3,705.94
Newbold Verdon	80,000.00	1,224.05	1,428.05	1,632.07	1,836.07	2,244.09	2,652.10	3,060.12	3,672.14
Osbaston	6,500.00	1,218.20	1,421.22	1,624.27	1,827.29	2,233.36	2,639.42	3,045.49	3,654.58
Peckleton	34,380.00	1,221.91	1,425.55	1,629.22	1,832.86	2,240.17	2,647.47	3,054.77	3,665.72
Ratby	102,951.00	1,219.35	1,422.56	1,625.80	1,829.01	2,235.47	2,641.91	3,048.36	3,658.03
Shackerstone	26,919.00	1,215.46	1,418.03	1,620.62	1,823.18	2,228.34	2,633.49	3,038.64	3,646.37
Sheepy	35,000.00	1,215.69	1,418.29	1,620.93	1,823.53	2,228.76	2,633.99	3,039.22	3,647.06
Stanton under Bardon	12,114.00	1,200.61	1,400.70	1,600.82	1,800.91	2,201.12	2,601.31	3,001.52	3,601.82
Stoke Golding	52,595.00	1,217.37	1,420.25	1,623.17	1,826.05	2,231.84	2,637.63	3,043.42	3,652.10
Sutton Cheney	14,577.74	1,215.29	1,417.83	1,620.40	1,822.93	2,228.03	2,633.12	3,038.23	3,645.86
Twycross	20,929.30	1,210.49	1,412.23	1,613.99	1,815.73	2,219.23	2,622.72	3,026.22	3,631.46
Witherley	28,032.32	1,202.95	1,403.43	1,603.94	1,804.42	2,205.41	2,606.39	3,007.37	3,608.84

Council Tax Bills will vary according to the amount which local parish councils instruct us to collect and the special expenses which are levied solely in the urban area of Hinckley. These variations cover the costs of cemeteries, parks and poop scoop schemes.