

Council tax will not be charged for **unoccupied properties:**

- owned by a charity (allowed for up to six months)
- left empty by someone who has gone to prison or has been detained under the Mental Health Act
- previously occupied by a person in permanent residential care
- waiting for probate or letters of administration to be granted
- empty because occupation is forbidden by law
- waiting to be occupied by a minister of religion
- left empty by someone who has moved to receive personal care by reason of old age, disablement or illness
- left empty by someone who has moved to provide personal care to another person
- owned by a student and last occupied by a student
- subject to a Repossession Order
- the responsibility of a bankrupt person's trustee
- a site for a caravan, mobile home or mooring
- unable to let separately because it is linked to, or in the grounds of, another property

Empty Properties

Discounts of 100% can be given for up to three months if a property becomes unoccupied and is substantially unfurnished. You may also qualify for a 50% discount if your home is undergoing, or needs, major repair work or structural alterations. Reductions of 50% may also be available on second homes if you live in a job-related property. Properties empty for more than two years will be charged a premium and will be billed 150%. We may be able to offer advice about bringing empty homes back into use.

Appeals

You can contact us if you don't think you should be paying council tax because, for example, you don't live in or own the property or you believe it to be exempt. You should continue to pay as normal until a decision is made and a refund will be made if you are successful.



Set up a personal customer account at www.staffs Moorlands.gov.uk/myaccount and view your bills and documents, apply and track requests for services, report issues affecting you and find the information that you need.

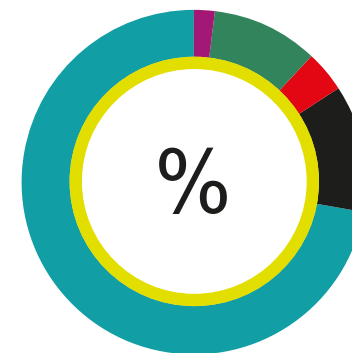
Write to: Income Team, Staffordshire Moorlands District Council,
PO Box 136, Buxton, SK17 1AQ

Telephone: Local Taxation 0345 605 3011
National Benefit Fraud Hotline 0800 854 440

Facebook: @StaffsMoorlands
Twitter: @TweetSMDC

Where your Council Tax goes 2019-20

We collect council tax on behalf of Staffordshire Moorlands District Council, Staffordshire County Council, Staffordshire Police, Staffordshire Fire and Rescue and your town or parish council where you live.



Set up a personal customer account at www.staffs Moorlands.gov.uk/myaccount and view your bills and documents 24/7



If your situation changes or you change your address make sure you let us know ► www.staffs Moorlands.gov.uk/ChangeOfCircs

Council tax is due in monthly instalments and the easiest ways to pay are by direct debit or online via our website. You can also pay by telephone with a credit or debit card or at a Post Office or specified PayPoint outlet with a swipe card issued by us.

► www.staffs Moorlands.gov.uk/payments

Council tax is based on two or more adults living in a property. There is one charge for each property, whether it is owned or rented, and each property has been placed in one of eight bands by the Valuation Office Agency according to its value on the open market on 1 April 1991.

A full list of valuation bands is available at www.voa.gov.uk. If you think your band may be wrong you can appeal – there's more details on the website or you can call the Agency on 03000 501501. If you do submit an appeal, you will still need to pay your council tax until a decision has been made.

Discounts and Exemptions

People in the following groups are not counted for council tax purposes:

- Full time students, student nurses, apprentices and foreign language assistants
- Young people for whom child benefit is payable and 18/19 year-olds who have just left school or college
- Patients resident in hospital or residential care homes
- Severely mentally impaired people
- People in certain hostels or night shelters
- Low paid care workers usually for charities
- People caring for a person with a disability who is **not** a spouse, partner or child under 18
- Members of religious communities such as monks or nuns
- People in detention (except for non-payment of council tax or a fine)
- Members of visiting forces and certain international institutions
- Foreign diplomats

If you live alone you are entitled to a discount of 25% known as **Single Person Discount**. But please don't forget to tell us if someone moves in with you. We do utilise credit information to review eligibility.

The Council will consider applications for local discretionary discounts based on individual circumstances.

If you or someone living with you are disabled and use a wheelchair indoors, or require an additional bathroom, kitchen, or a room to meet the needs of your disability, you could be entitled to a **Disabled Banding Reduction**. If a reduction is granted, your bill will be based on the valuation band below your property.

If you are unemployed or on a low income you may be able to claim **Council Tax Reduction**.

There's more information about discounts, exemptions and benefits on our website and you can also apply online.

► www.staffs Moorlands.gov.uk/discounts_exemptions

Exempt Properties

Council tax is not charged for some properties including those where:

- All residents are students
- They are used for armed forces accommodation
- They are lived in by members of visiting forces
- All residents are under the age of 18
- All residents are severely mentally impaired
- At least one person is a foreign diplomat
- It is an annexe occupied by a dependant relative

If part of your home is self contained (a 'granny flat' or annexe) and lived in by a relative, your bill will be reduced by 50%. This is on top of any other discount you or your relative may be entitled to so, for example, if your adult son is living in the annexe on his own he will be liable for council tax and will be entitled to a 25% single person discount as well as the 50% annexe discount.

