



Burnley
.gov.uk

Council Tax 2020-2021



Dear resident,

Thank you. Your council tax pays for vital local services that improve everyone's quality of life. My job, as leader of Burnley Borough Council, is to make sure every penny is well spent.

FOR EXAMPLE Band D council taxpayers pay...

£27 per week to Lancashire County Council, for social care, education and highways.

£4 for local policing, and £1 per week at Band D for fire and rescue services.

£6 to Burnley Borough Council.

For every pound Burnley Council spends...



MAKING YOUR BOROUGH A BETTER PLACE TO LIVE

Residents have had enough of irresponsible owners that don't pick up after their dogs. During 2020 we are going to catch and fine more people, and we recently increased the size of the fine.

Last year we also announced a climate change emergency. We have upgraded recycling equipment and bins; we need your help to fill them, because recycling saves energy which reduces harmful emissions.

We want Burnley to be a young, vibrant and aspirational place, so it is great that the University of Central Lancashire's student population in Burnley is

already growing. Our purpose-built student accommodation at the Weavers' Triangle is on schedule.

We are also working hard to sign up popular retailers and family restaurants to a new leisure complex on Curzon Street car park. Known as Pioneer Place, the development will bring more visitors into Burnley from across the region and will be a great boost to our local economy.

Thank you once again,

Councillor Charlie Briggs,
leader, Burnley Borough Council

STATUTORY INFORMATION ABOUT YOUR COUNCIL TAX BILL 2020-2021

COUNCIL TAX APPEALS – LIABILITY

You may appeal if you do not believe you should be liable to pay council tax, for example:

- Because you do not own or live in the property
- Because your property is exempt
- Because we have made a mistake in calculating your bill

If you wish to appeal for one of these reasons, your appeal should be submitted online at www.burnley.gov.uk/residents/council-tax-benefits/who-liable-pay-council-tax/council-tax-appeals. If you do not receive a decision on your appeal within two months of writing, or you disagree with the decision you have received, you can appeal to:

Doncaster Valuation Tribunal
3rd Floor, Crossgate House,
Wood Street, Doncaster, DN1 3LL.

Telephone: 0300 123 2035

Fax: 01302 321447

Email:

VTDoncaster@valuationtribunal.gov.uk

You must still pay your council tax while your appeal is considered. If your appeal is successful, you will be entitled to a refund of any overpaid tax.

COUNCIL TAX APPEALS – BANDING

The grounds for appeal about council tax banding are limited to the following cases:

- Where you believe there has been a material increase or reduction (this is explained below) in the dwelling's value
- Where you start or stop using part of your dwelling to carry out a business
- Where the listing officer has altered a list without representations having been made by a taxpayer
- Where you become the taxpayer in respect of a dwelling for the first time (your appeal must be made within the first six months)

A **material increase** in value may result from building, engineering, or other work carried out on the dwelling. In these cases, revaluation does not take place until after a sale – so the person appealing would usually be the new owner or resident.

A **material reduction** in value may result from the demolition of any part of the dwelling, any change in the physical state of the local area or an adaptation to make the dwelling suitable for use by someone with a physical disability.

Appeals about bandings should be addressed to:

Council Tax North
Manchester Valuation Office
Manchester One
53 Portland Street
Manchester M1 3LD
ctnorth@voa.gsi.gov.uk
Telephone: 03000 501501

COUNCIL TAX FOR EMPTY PROPERTIES

- Properties that are unoccupied and require or are undergoing structural or major repair to render them habitable can receive a 25% discount for up to 12 months.
- Properties that are unoccupied and substantially unfurnished receive a 100% discount for up to two months. Properties that have been unoccupied and substantially unfurnished for more than two months (or 12 months where they were uninhabitable) are liable to pay 100% council tax.
- Properties that are unoccupied and furnished are liable to pay full 100% council tax. However, if you have to live elsewhere as part of a contract of employment, that property having been supplied to you as part of that contract, and have left your main home unoccupied but furnished, you may receive a discount of 50% on the property which you are required to occupy as part of your contract of employment. An example of this would be being required to live in a flat above a pub as the pub manager.

- Properties that have been unoccupied and substantially unfurnished for more than two years are subject to an additional premium of 100%, meaning that these properties are liable to pay double council tax. From 1st April 2020, properties that have been unoccupied and substantially unfurnished for over five years are subject to a premium of 200%, meaning that the charge will be triple council tax.

If you are currently receiving a council tax empty property discount, your bill will show that you have to pay no council tax or a reduced amount of council tax from the date the discount started until the end of the current financial year. However, a number of discounts are time limited but your bill will still show the reduced council tax from the date the discount started until the end of the financial year. Shortly before your discount is due to end, you will receive a revised council tax bill which will show the amount of council tax that is due from the date the council tax discount ceased or changed until the end of the financial year.

Please note, empty property discounts are property specific, not liable party specific, which means that the discount does not start again if there is a new liable party.

HELP WITH COUNCIL TAX FOR PEOPLE ON A LOW INCOME

If you are of pension age, council tax support could pay some or all of your bill, depending upon your level of income. If you are of working age, you are expected to pay at least 16% of your council tax and may receive additional help with your bill depending upon your level of income.

Exceptional hardship payments are also available to help meet council tax payments. These can be granted to people who are in receipt of council tax support and who are experiencing financial difficulty in paying their council tax.

Please visit www.burnley.gov.uk/counciltax for further advice on how you may be able to reduce you council tax, apply for council tax support, exceptional hardship payment or assistance with your rent if you are on a low income.

COUNCIL TAX DISCOUNTS

The full council tax bill is based upon two adults living in a dwelling. If only one adult lives in a dwelling (as their main home), the council tax bill will be reduced by 25%.

Additionally, people in the following groups do not count towards the number of adults resident in a dwelling:

- Full-time students, student nurses, apprentices and youth training trainees
- Long term hospital patients and permanent residents of care homes
- People who are severely mentally impaired
- People living in certain hostels or night shelters
- 18-year-olds who are still in receipt of child benefit
- 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 religious communities
- People in prison (except those in prison for non payment of council tax)

For further information about discounts and how to apply, please visit our website

www.burnley.gov.uk/counciltax



COUNCIL TAX EXEMPTIONS

We do not charge council tax for some properties, whether they are occupied or unoccupied.

This includes properties only occupied by:

- People under the age of 18
- Students
- People who are severely mentally impaired

It may also include unoccupied properties:

- That were previously occupied by students
- That have been repossessed
- Where the occupier is in prison (except those in prison for non-payment of council tax)
- Where the occupier is a permanent resident in a care home or hospital
- Where the occupier is away providing or receiving care
- Awaiting occupation by a minister of religion
- That are the responsibility of a bankrupt person's trustee
- Last occupied for charitable purposes (for up to six months)
- Left empty following the death of the occupier (the maximum period allowed is up to six months after probate is granted)

If you are currently receiving a council tax exemption, your bill will show that you do not have to pay any council tax from the date the exemption started until the end of the current financial year. However, a number of exemptions are time limited (for up to six months) but your bill will still show that no council tax is payable from the date the exemption started until the end of the financial year. Shortly before your exemption is due to end, you will receive a revised council tax bill which will show the amount of council tax that is due from the date the council tax exemption ceased until the end of the financial year.

PROPERTY ANNEXES

Elderly or disabled relatives living in a self-contained unit of the main property, such as 'granny annexes', are exempt from council tax.

Other relatives who live in a self-contained annex of the main property are entitled to a 50% reduction in their council tax bill.

Unoccupied, self-contained units within a main property that cannot be let separately from the main property without breaching planning conditions are exempt from council tax.

DISABILITY BAND REDUCTION

Your council tax band may be reduced if you or someone who lives with you has a disability. This could be an adult or a child.

Where it is essential for the person with the disability to have an additional room, a second bathroom or kitchen, or extra space for wheelchair use, we can reduce your council tax bill.

Your bill will be reduced to the amount of council tax for a property immediately below your band. If you are in band A, your property will be reduced by one ninth of the band D amount.

CHANGES IN CIRCUMSTANCES

If you are receiving a discount, exemption or reduction and your circumstances change, you must let us know within 21 days. Failure to do so may result in you receiving a penalty of £70.

If you think you may be entitled to a council tax discount or exemption you can apply online at www.burnley.gov.uk/counciltax

HOW TO PAY

Please note that council tax cannot be paid in person at Contact Burnley.

DIRECT DEBIT

The easiest way to pay your council tax is by direct debit. If you pay by direct debit, you have a choice of five instalment dates - the 1st, 7th, 16th, 23rd and 30th of the month. You can also choose to extend your instalments to March. You can also pay your council tax in weekly and fortnightly instalments on a Friday when you pay by direct debit. You can set up a direct debit by visiting www.burnley.gov.uk/counciltax and completing the online direct debit form.

All direct debit payments are covered by the debit debit guarantee which means that you'll receive a refund should anything go wrong.

Direct debit is the council's preferred method of collecting council tax as it is the most cost effective. This means that the council is able to spend more money on providing services or reducing council tax in future.

Burnley Council is registered as a 'data controller' under data protection legislation as we collect and process personal information about you. We process and hold information in order to provide public services. We may need to pass your information to other people and organisations that provide the service. These providers are obliged to keep your details securely, and use them only to fulfil your request. For more details please see the council's privacy notice on the website www.burnley.gov.uk

HOW TO PAY – OTHER PAYMENT METHODS

The instalment is due by the 1st of each month payable over 10 months from 1st April to 1st January. Payments can be made over 12 months for 2020-21 if requested in writing by 15th April 2020.

Payments can be made

- Online at www.burnley.gov.uk/counciltax
- Telephone 0300 456 0507 to pay by debit or credit card 24 hours a day, 7 days a week. Please quote your 11 digit council tax number which is shown on the front of your bill
- At any Post Office or PayPoint outlet by using the barcode on the front of your bill. A list of outlets is available at <https://consumer.paypoint.com>
- By posting us a cheque

WHAT HAPPENS IF I DON'T PAY?

If you don't pay your council tax in line with your bill, you will receive a reminder notice. If you still don't pay, a magistrates' court summons will be issued so that we can recover the money you owe. We will also ask the court to award costs to the council.

If, during the year, we have to send you three reminder notices, the right to pay by instalments will be withdrawn and you will have to pay the full amount for the rest of the year in one payment. If this payment is not received, a court summons will be issued.

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Other formats available on request
• Translation • Large Print • Audio • Braille
Phone 01282 477198

MORE INFORMATION ABOUT COUNCIL TAX

More information about council tax is available online at www.burnley.gov.uk/counciltax.

This information details:

- How the council tax is split between Burnley Council, Lancashire County Council, Lancashire Fire Authority, the Police and Crime Commissioner for Lancashire and the local parishes
- Where the revenue funding for local services comes from and what council tax is spent on by Burnley Council, Lancashire County Council, Lancashire Fire Authority and the Police and Crime Commissioner for Lancashire

If you would prefer a hard copy of this financial information please contact:

Finance Unit, Burnley Council,
Town Hall, Manchester Rd, Burnley, BB11 9SA.



DID YOU KNOW?

- Sending a letter produces around **30 grams of CO²**
- In 2019, we **issued 60,000** council tax **bills**
- That's roughly **160,000** pieces of paper (not forgetting the envelopes)

We want to change this and thankfully **4,000** of you have already **made the switch** to paperless billing.

MANAGE YOUR ACCOUNT ONLINE TO...

- **View** historical bills and notices
- **Set up** or **amend** direct debits
- **Sign up** for e-billing
- **Notify us** of a change of address
- **Apply** for discounts and exemptions
- **Contact us** for anything else



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Sign up and help reduce our carbon footprint
www.burnley.gov.uk/mycounciltax