



# Council Tax Explanatory Notes

This document comprises part of your  
Council Tax Demand Notice



This information is available in other formats  
(including large print and Audio CD)

Please let us know on 0115 901 3950  
or email [revenues@gedling.gov.uk](mailto:revenues@gedling.gov.uk)

[www.gedling.gov.uk](http://www.gedling.gov.uk)

**Gedling**  
Borough Council 



## Your bill explained

**A** The financial year to which your Council Tax demand notice relates.

**B** Your Council Tax account number.

**C** The address which has given rise to Council Tax charges.

**D** The valuation band assigned to your property.

**E** The changes from last year's Council Tax amounts.

**F** The period to which your Council Tax relates.


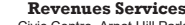
**G** Any discounts, exemptions, reductions or premiums will be listed here.

**H** If you are in receipt of any assistance through the Council Tax Reduction Scheme it will be listed here.

**I** QR code, scan with your smart phone or tablet to set up a Direct Debit.

**J** The total amount payable by you.

**K** Your payment method, instalment dates and amounts. If it says Direct Debit, instalments will be taken automatically from your bank. Please see the 'How to pay your Council Tax' section of this leaflet for more information on methods of payment.

**Revenues Services**  
Civic Centre, Arnot Hill Park  
Arnold, Nottingham, NG5 6LU

### COUNCIL TAX DEMAND NOTICE **2023/24**

Date of Issue: 13/03/2023	Account Number: <b>300782025</b>
A N Example 123 High Street Gedling Nottingham NG4 6LU	Address of property giving rise to Charge (If Different) 123 High Road Calverton Nottingham NG14 5NG
	Property Band: <b>D</b>
Reason for Demand: New Year Billing	


**Your Council Tax is calculated as follows:**

Precepting Authority	% Change	Tax Amount
Nottinghamshire County Council	2.8%	£1,493.71
Nottinghamshire County Council *	2.0%	£229.95
Gedling Borough Council	3.0%	£183.41
Nottinghamshire Police & Crime Commissioner	5.9%	£269.19
Combined Fire Authority	5.9%	£89.57
Calverton Parish Council	4.0%	£103.55
<b>Total Annual Council Tax Charge:</b>	<b>4.8%</b>	<b>£2,369.38</b>

\* The council tax attributable to Nottinghamshire County Council includes a Precept to fund adult social care.

Council Tax for period 01/04/23 to 31/03/24:	£2,369.38
Disabled Band Reduction	
Single Person Discount	
Council Tax Reduction Scheme	

If you choose to pay by Direct Debit you will have the choice of four payment dates, the 1<sup>st</sup>, 7<sup>th</sup>, 15<sup>th</sup> or 28<sup>th</sup> of the month. To set up a Direct Debit go to [www.gedling.gov.uk/directdebit](http://www.gedling.gov.uk/directdebit) or scan here:-



<b>AMOUNT PAYABLE BY YOU:</b>		<b>£2,369.38</b>			
The following instalments are due to be paid by Cash, Cheque or Debit Card on or before the dates detailed					
01/04/2023	£236.38	01/05/2023	£237.00	01/06/2023	£237.00
01/07/2023	£237.00	01/08/2023	£237.00	01/09/2023	£237.00
01/10/2023	£237.00	01/11/2023	£237.00	01/12/2023	£237.00
01/01/2024	£237.00				

For example purposes

## How to pay your Council Tax



**Direct Debit:** If you pay by Direct Debit you will have the choice of four payment dates, the 1st, 7th, 15th or 28th. To arrange a Direct Debit please go to [www.gedling.gov.uk/directdebit](http://www.gedling.gov.uk/directdebit) or telephone 0115 901 3950. You can also scan the QR code on your bill.



**Internet:** log on to the Council's website at:  
[www.gedling.gov.uk/payct](http://www.gedling.gov.uk/payct)



**Debit Card:** By telephoning the Council's 24 hour Payment line on 0161 627 9907 or 0115 901 3949 during office hours.



**Post:** Cheques should be made payable to Gedling Borough Council and sent to the Civic Centre. Please write your account number on the reverse of the cheque. Receipts are not issued for this method of payment. **Post-dated cheques will not be accepted.**



**Post Office/Payzone:** Payment may be made at any Post Office or payzone outlet in the country, free of charge, with a Post Office Plastic Card. Please telephone 0115 901 3950 to order a card.



**In Person:** At the Council offices at the Civic Centre between 9am to 4:45pm Monday to Friday (4:15pm Fridays). Night safe facilities are available.



**Bank Details:** HSBC plc. 104 Front Street, Arnold, Nottingham NG5 7EG  
Sort Code: 40-08-46 Account Number: 51474146.

## Extend your instalments until March

It is possible to extend your instalments until either February or March. To do so please visit [www.gedling.gov.uk/extend](http://www.gedling.gov.uk/extend) To pay over the maximum of 12 instalments, please do this by 15th April 2023.



## Council Tax Bands

The Government's Valuation Office Agency has placed all homes in one of eight 'valuation bands' based on the open market value of the property on 1st April 1991 as follows:

**Band A** - up to £40,000

**Band B** - £40,001 to £52,000

**Band C** - £52,001 to £68,000

**Band D** - £68,001 to £88,000

**Band E** - £88,001 to £120,000

**Band F** - £120,001 to £160,000

**Band G** - £160,001 to £320,000

**Band H** - more than £320,000

## Can I Appeal Against My Band?

Existing occupiers may need to show that there has been a material change to the property. New occupiers have six months from moving in to make an appeal. Any appeal to reduce your banding must be made to the **Valuation Office Agency, Ground Floor, Ferrers House, Castle Meadow Road, Nottingham. NG2 1AB Tel: 03000 501 501** [cteast@voa.gsi.gov.uk](mailto:cteast@voa.gsi.gov.uk)

## Do You Qualify for a Discount?

Sole adult occupiers are entitled to a 25% discount. Households of two or more adult occupiers may be entitled to a discount if all but one occupier is:

- a full-time student, student nurse or apprentice
- living in hospital, care homes, certain hostels or night shelters
- severely mentally impaired
- 18 or 19 and at, or just left, school
- a careworker, working for low pay, usually for charities
- caring for someone with a disability who is not a partner, spouse or a child under 18
- a member of visiting forces or certain international institutions
- a member of a religious community (monks and nuns)
- in prison (except those in prison for not paying Council Tax or a fine)

With effect from 1st April 2014 some annexes occupied by relatives of the people in the main dwelling may be eligible for a discount. To apply for a discount visit [www.gedling.gov.uk/discounts](http://www.gedling.gov.uk/discounts)

## Care Leavers

We grant an automatic reduction for all care leavers aged 18-25. If this is something that applies to you and you have not been granted a reduction or to take advantage of other offers for care leavers, please contact the council.



## Unoccupied Properties

Some properties left unoccupied and unfurnished after vacation will be entitled to a 100% discount for one month, followed by a 25% discount for up to a further five months then a full Council Tax charge.

Long term empty properties, unoccupied and unfurnished left empty for two years or more, will be charged an additional premium.

For properties left empty for between two and five years, the additional premium is 100%. For properties which have been empty for five years or more, the additional premium is 200%.

From 1st April 2021, properties which have been empty for ten years or more will be charged an additional premium of 300%.

Assistance with selling or letting long term empty properties can be obtained from the Council's Empty Homes Officer on 0115 901 3826.

Properties that are unoccupied, unfurnished and undergoing major works or structural alteration may be eligible to a 25% discount for up to 12 months, please contact the Council to apply and to arrange an inspection. Second homes will receive a 10% discount unless the property is classed as job related accommodation, if this is the case please contact the Council.

## Is Your Property Exempt From Council Tax?

**Unoccupied properties may be exempt if they are:**

- owned by a charity (exempt for up to six months)
- left empty by someone in prison
- left empty by someone living in hospital or a care home
- in certain circumstances, when waiting for probate/letters of administration to be granted (and up to six months once this has been granted)
- empty because occupation is prohibited by law or a relevant planning restriction applies
- waiting to be occupied by a minister of religion
- left empty by a person receiving personal care elsewhere
- left empty by someone providing personal care elsewhere
- left empty by students



## Is Your Property Exempt From Council Tax?

### Unoccupied properties continued

- repossessed
- the responsibility of a bankrupt's trustee
- empty caravan pitches or boat moorings
- some unoccupied annexes

### Occupied properties may be exempt if they are:

- lived in entirely by students and/or severely mentally impaired residents
- halls of residence
- barracks
- lived in by visiting forces personnel
- lived in by people under 18
- lived in by a diplomat

## Is Your Property Specially Adapted for a Disabled Person?

If a member of your household needs a room, extra bathroom, kitchen or extra space in your property to meet special needs (including extra space to use a wheelchair indoors) because of a disability, you may be entitled to a reduction.

## Can I Appeal Against My Council Tax?

You may appeal if you consider that you are not liable to pay Council Tax, for example, because:

- you are not the resident or owner
- your property is exempt or
- Gedling Borough Council has made a mistake in working out your bill

If you want to appeal you must tell the Council in writing first so we can reconsider the case. If your appeal is turned down you can then appeal to the Valuation Tribunal.

**Please note:** You must continue paying your bill while an appeal is ongoing.

## Debt Advice

For free, independent advice please contact Nottingham & District Citizens' Advice Bureau [www.citizensadvicenottingham.org.uk](http://www.citizensadvicenottingham.org.uk)

If you are a Jigsaw Homes tenant, you may seek advice from the Money Wise Team [midlands.jigsawhomes.org.uk/information-article/money-advice](http://midlands.jigsawhomes.org.uk/information-article/money-advice)





## **Council Tax Reduction Scheme**

On the 1st April 2013, Gedling Borough Council introduced its own 'Council Tax Reduction Scheme' (CTRS) following the Government's decision to abolish the national Council Tax Benefit Scheme.

The CTR scheme is a way of applying for help with your council tax bill if you are on a low income. Please visit the Benefits Section on our website at [www.gedling.gov.uk](http://www.gedling.gov.uk) and click on "Apply for housing benefit/council tax reduction" where you can complete an online application. You will need to provide any supporting evidence requested. There is also an online benefit calculator available which provides an instant online estimate of any Council Tax Reduction you may qualify for. This calculation is based upon the information you enter.

To calculate any award, we will compare your actual weekly income with a basic amount known as the 'applicable amount' set by the government. Where your income is below this applicable amount, the highest amount of CTRS will be awarded. As income rises above the applicable amount, so the level of CTRS falls.

Applicable amounts depend on your age, your status, the number of children you have and the types of benefits you receive. If your circumstances change this may affect the applicable amount we use to calculate your reduction, so it is very important you keep us informed of any change in your household.

Once your claim has been assessed any reduction awarded will be taken from your council tax bill, a new bill will be issued confirming the balance of your account together with a notification letter confirming your weekly award of CTRS.

If you are experiencing extreme hardship there is also a separate hardship payment fund available.





## Switch to online billing

Switch to e-billing to have easy access to your bills on any device, plus e-billing is more environmentally friendly and helps reduce paper waste.

Visit [www.gedling.gov.uk/switch](http://www.gedling.gov.uk/switch) to sign up and learn more.

## Can I access my account online?

You can view and manage your council tax or business rates account, view any invoices you pay to the Council and view your benefit claim details online.

Visit [www.gedling.gov.uk/onlineaccount](http://www.gedling.gov.uk/onlineaccount) to sign up and learn more.

## Moving House?

If you move house you can now tell us online. Please visit [www.gedling.gov.uk/movinghouse](http://www.gedling.gov.uk/movinghouse)

## Contacting the Council

At this address:

Gedling Borough Council,  
Civic Centre, Arnot Hill Park, Arnold,  
Nottingham. NG5 6LU

For any Welfare Support or Council Tax Reduction Scheme queries please telephone the Welfare Support Section on 0115 901 3970 or email [housingbenefits@gedling.gov.uk](mailto:housingbenefits@gedling.gov.uk)

For any Council Tax queries please telephone the Revenues Services Section on 0115 901 3950 or email [revenues@gedling.gov.uk](mailto:revenues@gedling.gov.uk)  
Or visit the Civic Centre and speak to one of our advisers.

[www.gedling.gov.uk](http://www.gedling.gov.uk)



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