Introduction to Council Tax

Your Council Tax helps to pay for public services in Doncaster and includes the following:

• Children’s Social Care
• Council education functions and youth services
• Adult Social Care and older people
• Public transport, road maintenance and street lighting
• Street cleaning, waste collection and disposal
• Leisure centres, libraries, culture and tourism
• Parks & open spaces
• Public health
• Environmental & building services
• Supporting business & creating jobs

Part of your Council Tax also pays for the following services and is collected on their behalf by Doncaster Council:

• South Yorkshire Fire and Rescue Authority
• South Yorkshire Police and Crime Commissioner

If you live in a parish, your Council Tax also contributes to services provided in your own area.

Further information about these charges can be seen on your bill and in the Council Tax table.
How much does it cost to deliver council services to the people of Doncaster every day?*

**In £000’s**

- **Children’s Social Care**: £183
- **Council education functions and youth services**: £149
- **Culture, leisure & tourism**: £15
- **Supporting businesses & creating jobs**: £8
- **Road maintenance & street lighting**: £56
- **Public transport**: £48
- **Libraries**: £11
- **Public health**: £65
- **Adult Social Care & older people**: £388
- **Communities**: £16
- **Parks & open spaces**: £6
- **Treasury management & pensions**: £75
- **Street cleaning, waste collection & disposal**: £83
- **Environmental & building services**: £50
- **Council tax, business rates & benefits**: £16
- **Corporate services**: £23

*Excludes costs funded by Housing Benefit Grant and expenditure incurred by Parish Councils and schools.

**TOTAL** £1,192,000

But Council Tax gives us only £314,000 per day - the equivalent of just over three quarters of Adult Social Care & older people.
Your Council Tax bill

How much you pay depends on the value of your property on 1 April 1991, the number of adults living at your address, and the circumstances of those adults. The Valuation Office, part of HM Revenues and Customs, values all properties. Properties are placed in one of eight bands from A – up to £40,000 (in 1991) to H - over £320,000 (in 1991). Bands can increase when a property is sold if significant building improvements have been made. To find Council Tax charges and bands, go to:
www.doncaster.gov.uk/counciltax

Changes in your circumstances

If you move house, or there are any other changes in your circumstances which may affect the amount of Council Tax you pay, you must let the Council Tax Office know immediately. If you receive a reduction because of a discount, disabled person’s reduction or exemption, and you are no longer entitled to it, you must notify the Council Tax Office within 21 days. If you do not you may incur a penalty. A penalty may also apply if you knowingly provide false information.

What if I think my Council Tax is wrong?

If you think a mistake has been made, first contact the Council Tax Office and provide the information needed for it to be rectified; a formal appeal may not be necessary.

Appeals against your property band

Contact the Valuation Office within six months of becoming the taxpayer if you think your property band is wrong. The property band can only be changed for specific reasons, for example, if you have bought a property and the Council Tax has increased because previous building work has put it into a higher band, or if part of the property has been demolished. Beware of telephone calls from people claiming to be from the Council offering substantial refunds in return for an administration fee because your property is in the wrong band. Never give out your personal information in such situations.

Appeals regarding discounts, exemptions and the name of the taxpayer

If your application for a discount, exemption or disabled person’s reduction has been turned down, or if the bill is in your name or you are not the owner or resident of the property and a request to change the Council Tax records has been refused, you should appeal directly to the Council Tax Office. Your appeal will be dealt with inside two months. If your appeal is unsuccessful you can then appeal to the Valuation Tribunal. You must still pay Council Tax while any appeal is outstanding.

To tell us you’ve moved or to make an appeal, go to:
www.doncaster.gov.uk/counciltax
Completion notice appeals

Appeals should be made direct to the Valuation Tribunal, however before making an appeal you should contact the Council Tax Office regarding the date given.

If there are significant reasons why the date cannot be met, it may be renegotiated in certain circumstances without needing to make a formal appeal.

To dispute a completion date, go to: www.doncaster.gov.uk/counciltax

If you think your Rateable Value is wrong

Contact the South Yorkshire Valuation Office (Business Rates only).

South Yorkshire Valuation Office
03000 501501
tnorth@voa.gsi.gov.uk
www.voa.gov.uk

Valuation Tribunal
0300 123 2035
vtdoncaster@vts.gsi.gov.uk
www.valuationtribunal.gov.uk

Information can be made available in other formats such as Braille or audio tape on request. If you know someone who may need this service, please contact a member of staff for more information or if you need any other help or advice.
Budget information

Council Tax Increases and Referendum limits

Doncaster Council has increased its Council Tax by 4.99% for 2019/20. The increase is made up of 2 elements, a core Council Tax increase of 2.99% as set out in the 2019/20 Revenue Budget Report and The Adult Social Care Precept of 2%. The Adult Social Care Precept is further explained below. Any increase of 3% or over in 2019/20 in the core amount of Council Tax would trigger a local referendum. The percentage increases shown on Council Tax bills must be shown to one decimal place, meaning any amounts of 4.95% and over will be shown as 5%.

Joint Authorities

The South Yorkshire Fire and Rescue Authority has set an increase of 2.99%. Any increase of 3% or over in 2019/20 in The Fire and Rescue Authority precept would trigger a local referendum. The South Yorkshire Police and Crime Commissioner has set an increase of 14.1%, which, although more than the general 3% limit, will not trigger a referendum because the Government has made an exception for Police and Crime Commissioners.

Adult Social Care Precept

The Secretary of State for Housing, Communities and Local Government has made an offer to Adult Social Care Authorities, ('Adult Social Care Authorities' are Local Authorities which have functions under Part 1 of The Care Act 2014, namely, County Councils in England, District Councils for an area in England for which there is no County Council, London Borough Councils, The Common Council of the City Of London and the Council of the Isles of Scilly.) The offer is the option of an Adult Social Care Authority being able to charge an additional "precept" on its Council Tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on Adult Social Care. Subject to the annual approval of the House of Commons, the Secretary of State intends to offer the option of charging the “precept” at an appropriate level in each financial year up to and including the financial year 2019-20. In the 2016 Autumn Statement, Chancellor Philip Hammond announced that from April 2017 the Adult Social Care Precept could increase by up to 3% per annum without triggering a referendum, provided the total increase over the next 3 financial years does not exceed 6% in total. The 2% increase in Doncaster for 2019/20 equates to additional income of £2.1m for the Council. This will contribute towards the pressures for Adults, Health & Wellbeing including pay and price inflation, investment in the care ladder and growth in the number of clients from projected changes in the population.
Where the money goes (£m) 2019/20

1. Adults, Health and Wellbeing £166.2
2. Corporate Resources £17.8
3. Council Wide £17.8
4. Learning and Opportunities inc. Children's Services Trust £111.0
5. Regeneration & Environment £123.0
6. Housing Benefits £59.4
Total £495.2

Excludes expenditure incurred by Parish Councils and Schools

Where the money comes from (£m)

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<th>Source of funding</th>
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2019/20 (£495.2 Total)

2018/19 (£477.6 Total)
## Spending plans 2018/19 – 2019/20

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<td><strong>Net Expenditure (£000)</strong></td>
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Excludes expenditure incurred by Parish Councils and Schools

### The impact of Gross Expenditure on Council Tax (£000)

| Increase in Gross Expenditure for Council Services | 17,601 |
| Increase in Gross Expenditure for Levying Bodies | 20     |
| **Total Increase in Gross Expenditure** | **17,621** |

**Represented by**

| Increase in Grant Funding & Other Income | -9,596 |
| Increase in Council Tax requirement     | -8,025 |
| **Total Increase in Gross Income**      | **-17,621** |

**Per band D Property the change equals** | 64.23 |

- Gross Expenditure is spending incurred by the Council prior to any income being taken into account.
- Levying Bodies charge the Council for the provision of services and these include the provision of public transport by the South Yorkshire Integrated Transport Authority.
BUDGET DONCASTER 2019
How we spend your Band A Council Tax. Please remember that Council Tax only funds 23% of our costs*

- **Children’s Social Care**: £138
- **Council education functions and youth services**: £112
- **Culture, leisure & tourism**: £11
- **Supporting businesses & creating jobs**: £6
- **Road maintenance & street lighting**: £43
- **Public transport**: £36
- **Libraries**: £8
- **Public health**: £49
- **Adult Social Care & older people**: £293
- **Communities**: £12
- **Parks & open spaces**: £4
- **Treasury management & pensions**: £57
- **Street cleaning, waste collection & disposal**: £63
- **Environmental & building services**: £38
- **Council tax, business rates & benefits**: £12
- **Corporate services**: £17

*Excludes costs funded by Housing Benefit Grant and expenditure incurred by Parish Councils and schools.

**TOTAL** £900.95*

*Based on a Band A property for 2019/20. The total figure does not include the money you pay to support the Police and Fire Services.
Ways to reduce your bill

Local Council Tax Reduction

If you are on a low income, you may be entitled to Local Council Tax Reduction. Local Council Tax Reduction is based on your income, savings and other capital you have, and who lives with you. If you think your Council Tax Reduction is wrong you should contact Benefits in the first instance. A formal right of appeal exists direct to the Valuation Tribunal. For further information and to make a claim on line, visit www.doncaster.gov.uk/counciltaxreduction.

Discounts

Single Occupier Discount

If you are the only adult living in your property you could get a 25% discount. This depends on who uses your property as their main address even if they don’t spend all of their time there. For example, partners who have moved away for employment reasons only, may still be classed as having their main home in Doncaster. If you suspect that someone is claiming a discount and they shouldn’t be you can contact the Council in confidence.

Single occupier discount review

Doncaster households are being urged
to tell the Council if they are claiming Council Tax discounts they are not entitled to. The Council carries out a 12 month rolling review of single occupier discounts in a bid to ensure only those entitled receive a discount. The review will be done by comparing Council Tax information with other databases to identify those cases where more than one adult is living at an address and a discount is still being claimed.

The results of the 2018/19 review as at 31st December 2018 have seen the cancellation of 609 single occupier discounts. This has generated £152,250 in Council Tax liability that Doncaster Council will need to collect. Steve Mawson, the Chief Financial Officer and Assistant Director of Finance said: “We believe most Council Tax discounts are claimed honestly and legitimately, but we know there are times where a household’s circumstances change and people forget to tell us their eligibility to a discount should be ended. We are obliged to amend any records we find to be incorrect, back to the date of the change. This means that households do not benefit from withholding information from us, and it makes the system fairer for everyone.” If you receive a discount you think you should not receive, this is your final chance to tell us, before we contact you.

Households can contact Revenues by:
• Using an online form at: www.doncaster.gov.uk/counciltax
• E-mail: LocalTaxation@doncaster.gov.uk, or
• Visiting the Council offices at Civic Office, Waterdale, Doncaster DN1 3BU.

Please make sure you return your review letter as failure to do so will result in your discount being cancelled.

Other Discounts

Some adults don’t count for Council Tax purposes even though they live at the address – some examples are full time students, people in residential care, and some carers. A 25% discount can be given if only one adult at an address counts. In certain circumstances a 50% discount can be given if no adults count. You may also be entitled to a 50% discount if you have an annexe to your main home which has been separately banded for Council Tax, but which is either used by you or certain members of your family as their main home.

Exemptions

In certain circumstances and for a set period of time, you may not have to pay Council Tax at all. For example if the property is unoccupied and the owner has lived in a residential care home since leaving.

Disabilities

If a disabled person lives in your property (adult or child), they use a wheelchair indoors, or the property has been adapted in a specific way, e.g. if a room has been taken out of household use for the disabled person, then a reduction equivalent to moving into a lower property band may be given.
You need to make an application for all of the above. If you need further information or a full list of all discount or exemption groups please visit: www.doncaster.gov.uk/counciltax

Ways to Pay

Customers have a huge range of choice in how to pay. All options can be seen with your Council Tax bill. Direct Debit is the Council’s preferred payment option as it is cheaper to administer. The easiest way to set up a Direct Debit is using our online form. Please go to: www.doncaster.gov.uk/howtopay for other options go to: www.doncaster.gov.uk/counciltax

Please note if you have arrears including court costs you will need to contact us.

Are you having difficulty paying?

Doncaster Council has a legal obligation to ensure payments are paid on time, it also recognises however, that many taxpayers are facing difficulty in the current economic climate. Council Tax is a priority debt. Follow the advice below if you are facing difficulty this year:
1. Seek advice on claiming all available discounts and benefit
2. Get advice early, don’t wait for a reminder or summons
3. Spread the cost over 12 months, April to March
4. Ask about special payment arrangements
5. When asked, provide information about your income, household expenditure and employment
6. Renegotiate instalments on arrears to keep your current year up to date
7. Seek Free, Impartial Debt Advice from National Debt Line. Go to: www.nationaldebtline.org or call Freephone on 0808 808 4000.

In addition, Citizens Advice also offers free advice at: www.citizensadvice.org.uk

What if I don’t pay?

Doncaster Council will always work with those people who are facing financial difficulty, however those that refuse to pay will be pursued vigorously. Please be aware that if you don’t pay in line with the bill you have been sent, the following will occur:
1. A reminder will be sent asking you to bring your account up to date
2. If you do not pay as instructed a Summons will be sent to you. This will add £48.00 costs to your account
3. A Liability Order would then be obtained which allows Doncaster Council to take further action to recover the unpaid amount. This will also add £26.00 costs to your account
4. Further action can include the use of an Enforcement Agent who can remove goods from your property, an attachment of earnings and certain benefits, a charging order, bankruptcy and ultimately committal to prison in certain circumstances
5. If it becomes necessary to pass your account to an Enforcement Agent for further action, the following costs would be added to your account. It is therefore in your interests to make contact as early as possible:
• Notice of Enforcement (instruction to take action) £75.00 per Liability Order
• First visit by an Enforcement Agent – fixed fee of £235.00 plus 7.5% of any balance owed over £1,500.00
• Sale and removal of goods - fixed fee of £110.00 plus 7.5% of any balance owed over £1,500.00 plus reasonable storage and auctioneers fees.

Refusing to pay?

The billing and collection of Council Tax is covered by legislation set by the Government. Any avoidance tactics used to avoid payment of Council Tax will be tackled by Doncaster Council and will have repercussions for the individual concerned. Ultimately you can be sent to prison for refusing or knowingly avoiding payment and Doncaster Council will not hesitate to use such powers where it is absolutely necessary. Providing false information to avoid Council Tax registration and payment will also be dealt with seriously and action to prosecute individuals concerned will be taken.

Empty Properties

Charges 2019/20
Since April 2013, Councils have been able to charge 100% Council Tax for empty properties and second homes as well as being able to charge an extra 50% premium for properties that have remained empty for more than 2 years.

The Government has introduced discretionary increases that can be made to the premium from 01/04/19. This will allow Councils to charge an extra 100% for properties that have already been empty for 2 years, resulting in a total Council Tax charge of 200%.

Doncaster Council has decided not to apply the increases from 01/04/19 but may have to consider this in future years.

These charges do not apply to empty properties that are covered by other statutory exemptions such as where an older person has left their property empty and is now living in a care home. For details of other exemptions please visit www.doncaster.gov.uk/counciltax

Information for Landlords and Managing Agents
If you let your property it is important that you tell the Council Tax Office straight away, providing the names of the tenants and their previous addresses.

If information is received late and incomplete, then the owner of the property may be charged 100% Council Tax for the period the property was occupied, unless substantial evidence can be provided which confirms the existence of the occupiers.

In such cases the production of a tenancy agreement which covers a period in the past might not be enough and further information may be needed.

If the property is let to several individuals the owner may still be responsible for Council Tax even if all people are shown as joint tenants on the agreement.
Sharing your information

This Authority is under a duty to protect the public funds it administers and to this end may use the information that you provide for the prevention and detection of fraud.

It may also share your information with other bodies responsible for auditing or administering public funds for these purposes. This will involve regular data matching exercises.

Data matching is where information held on one computer system is compared electronically with information from one or more other computer systems, for example, we will compare the information from Council Tax and The Electoral Register to identify fraud or error.

Revenues data, which includes Council Tax and Business Rates information, may also be provided to, and used for checks with other Council departments where it is needed by them to carry out their functions.

For example, data can be used to help identify properties that have been empty for a while to encourage owners to bring them back into use and schools may also check Council Tax records where there are enquiries relating to pupil admissions.

Customer names and contact addresses are also being held by Doncaster Council for the introduction of a single customer account. This will benefit residents in the future by reducing the number of times a customer needs to notify the Council of a change.

Revenues data may also be shared with other organisations where the General Data Protection Regulations (GDPR) and The Data Protection Act 2018 allows this to happen.

For example, information may be shared with the Police, or HM Revenues and Customs if it is needed to prevent or detect a criminal offence, or carry out a prosecution or to assess or collect any tax or duty.

Doncaster Council will also use Credit Reference Agencies to carry out data matching to identify potential fraud.
Doncaster Council’s pay policy statement

The Council is required under section 38(1) of the Localism Act 2011 to prepare an annual Pay Policy Statement. The statement must clearly detail the Council’s policy for the pay of the workforce, particularly senior staff and lowest paid employees. The statement is available on the Council’s website. There has been a reduction in the ratio this year between the highest and lowest paid staff from 9.54:1 to 9.46:1. This means the highest salary is now 9.46 times more than the lowest salary. The ratio between the highest salary and average salary has also reduced from 6.35:1 to 6.30:1. This means the highest salary is now 6.30 more than the average salary. Both ratios reflect the Council’s commitment to reduce the pay difference and address low pay.

Contact information

Council Tax
Web: www.doncaster.gov.uk/counciltax
Email: localtaxation@doncaster.gov.uk

Local Council Tax Reduction and Housing Benefit
Web: www.doncaster.gov.uk/services/council-tax-benefits
Email: housing.benefits@doncaster.gov.uk

To make a payment
Automated Payment Line
0333 2000 324

Customer Services
Web: www.doncaster.gov.uk   Email: generalenquiries@doncaster.gov.uk
Don’t wait in line... Get online

A full range of online services is now available for Council Tax, allowing you to contact us without having to pick up a telephone. Go to: www.doncaster.gov.uk/counciltax where you can now do all of the following online. In some instances you will be asked to create a My Doncaster Account, if you have not already.

- View Your Council Tax Account – to see what you have been charged and from when, any discounts or reductions that you are receiving, what and when you are expected to pay, and a list of the payments that you have made. If you have a question about your Council Tax Bill your online account may provide the answer for you.
- Sign up for E-Billing
- Make a Payment
- Apply To Pay by Direct Debit - If you would like to pay arrears including Court costs by Direct Debit you will need to contact Council Tax on 01302 734454
- Change your method of payment or payment date
- Tell us you have moved address - Please have as much information as possible before completing the form including dates, addresses and details of any new occupiers, purchasers or vendors where available
- Tell us a Tenant has moved
- Respond to The Single Occupier Discount Review
- Report a missing payment
- Find Council Tax Bands and Charges
- Request a Copy of Your bill
- Make A Council Tax Appeal
- Dispute a Completion Notice
- Submit Income and Expenditure details in support of a payment arrangement
- Apply for Local Council Tax Reduction if you are on a low income.

If you have a claim for Local Council Tax Reduction you can now access information about your claim by creating a MyDoncaster account. This will allow you to do the following online:

- Claim Discretionary Housing Payments
- Claim a Mobility Travel Pass
- Request an Appointee for Housing Benefit and Council Tax Reduction
- Request a Backdate for Housing Benefit and Council Tax Reduction
- Provide your Bank details to receive Housing Benefit
- Report a Change in your Circumstances
- Request Housing Benefit payments direct to your landlord
- Provide Self-Employed earnings information (SE1)
- Provide Student information (ST1)
- Provide a breakdown of your Income & Expenditure - to support a request to reduce the recovery rate of a Housing Benefit overpayment or support evidence for an on-going Discretionary Housing Payment
- View the electronic information you have provided
- View your Benefit entitlement
- View award letters we have sent to you.
Creating a MyDoncaster account is quick and easy and will give you access to all of the above services.

- To create your account, simply go to: www.doncaster.gov.uk/mydoncaster
- Add ‘MyCouncilTax’ and ‘MyBenefits’ services to your account.
- You will need your Council Tax account number and property reference to register for ‘MyCouncilTax’ (these can be found on your bill), or your Benefit Reference number to register for ‘MyBenefits’.

Homemovers

Don’t forget your furniture, your pets... or your right to vote!

Gas and Electricity

Doncaster Council offers gas and electricity through Great North Energy; a local energy provider that keeps prices low and puts people before profits.

Since its launch in November 2017 it has acquired over 5,000 energy supplies and is helping local residents to save money across the borough.

If you’ve just moved house, you will need to register to vote again. It’s incredibly important that you do, otherwise you may not be able to vote.

Now that you’ve installed your fridge and updated your Council Tax, take a few minutes to update the Electoral Register at your new address to make sure you don’t miss out. Then you can get back to unpacking all those boxes.

Update your details by visiting: www.gov.uk/registertovote it only takes 3 minutes. Make sure you include your previous address when completing the online form so you can be removed from the register at your old address.

With fair competitive tariffs and quality service which has been highly rated in a satisfaction survey, Great North Energy cares about its customers and is committed to getting the right deal for you.

For a no obligation quote, go to: www.greatnorthenergy.co.uk or call 0800 145 6699
Facebook / Twitter: @GtNorthEnergy
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