

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

Please fill in the form and send to: Stratford-on-Avon District Council, Revenues and Housing
Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX



Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
	Postcode

Originator's Identification Number

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Reference / Council Tax Number

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Instruction to your Bank or Building Society

Please pay Stratford-on-Avon District Council 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 Stratford-on-Avon District Council and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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Signature(s)

Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account



Dave Webb FCIH
Head of Revenues and Housing

Elizabeth House, Church Street
Stratford-upon-Avon CV37 6HX

Telephone 01789 267575
Facsimile 01789 260969
Minicom 01789 260747

DX700737 STRATFORD-ON-AVON 2
website www.stratford.gov.uk

Exempt dwellings

Some classes of dwelling are exempt, even when occupied, which means that you may not have to pay Council Tax.
If you think your property may be exempt, please contact the Council's Contact Centre. Telephone **01789 260990**.

People with disabilities

If you or someone who lives with you, needs an extra room (which could include an extra bathroom or kitchen) or extra space in your property because of a disability, you may be entitled to a reduced Council Tax bill. Relief is given by charging tax as if your home were in the next lowest band. Your bill will show if you have been granted relief. Please contact the Council's Contact Centre (Telephone 01789 260990) for details if you think that this relief may apply to you. Band A dwellings are charged at 5/9 of a Band D dwelling.

Second homes and empty properties

The Local Government Act 2003 introduced a range of new powers and regulations. The act gave new powers to Councils with regard to Council Tax discounts available in respect of second homes and empty properties. The Council gave careful consideration to the changes and agreed to reduce the discounts available from April 2006.

- The discount for second homes from the 1 April 2006 was reduced from 50% to 10%.
- The discount for an empty property which remains unfurnished and unoccupied after the first six months was reduced from 50% to nil.

Benefit

Council Tax Benefit is available if you are in receipt of Income Support/Job Seekers Allowance or on a low income. You can get a claim form from Revenues and Housing, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX. Telephone 01789 260991.

Other leaflets on council tax

1. Liability for Council Tax
2. Exemptions and reductions (Students/Apprentices/YTS trainees)
3. Help for people with disabilities and those caring for them
4. Reductions for Disabled Persons
5. Valuation Bands and Appeals
6. Exemptions
7. Advice for the bereaved

The above can also be accessed via www.stratford.gov.uk



Council Tax Explanatory Notes

and
Direct Debit Instruction 

 Helpline **01789 260990**

e-mail revenues@stratford-dc.gov.uk

VALUATION BANDS

The Valuation Office Agency, not the council, allocates a valuation band to every home. The banding is based on the value of your home at 1 April 1991. The council uses the valuation banding to work out your council tax bill.

Band Range of Values

A	Up to and including £40,000
B	£40,001 to £52,000
C	£52,001 to £68,000
D	£68,001 to £88,000
E	£88,001 to £120,000
F	£120,001 to £160,000
G	£160,001 to £320,000
H	More than £320,000

Your council tax bill shows which band applies to your home.

Querying your council tax band

If you have reason to believe your council tax band may be wrong, please contact Coventry Valuation Office (VOA) Tel: 0121 410 3700 and ask to have it reviewed.

Email: birminghamgroup.vo@voa.gsi.gov.uk

Address: Sherbourne House, Manor House Drive, Coventry, CV1 2TG.

Please bear in mind that if your home is already in band A, the lowest band, the VOA cannot reduce the band further. Check with your council to see whether you are eligible for any discount on your bill.

Further information is also available at www.vo.gov.uk.

If, having raised your query with the VOA, you still believe your banding is incorrect; you can make a formal challenge (known as a proposal to alter the list) but only under limited circumstances.

Generally you can only make a proposal within SIX MONTHS of:

- Becoming a new council taxpayer for a property
- The VOA notifying you that your banding has changed

You can also appeal at any time if:

- Your property has been demolished
- Physical changes in the local area or to the property itself has had an adverse effect on the 1 April 1991 market value

- Your property has been adapted to make the property suitable for someone with a disability.

For a full list of circumstances when a valid proposal is permitted visit www.vo.gov.uk or contact Coventry Valuation Office on **0121 410 3700**. Fax number is **0121 410 3799**.

Other appeals

As well as banding appeals, you may also appeal if you consider that you are not liable to pay Council Tax, for example, because you are not the resident or owner, or because your property is exempt; or that Stratford-on-Avon District Council has made a mistake in calculating your bill. If you wish to appeal on these grounds you must first tell Stratford-on-Avon District Council in writing so that we can reconsider your case.

You can get details of the appeal procedures (including the role of Valuation Tribunals) from Revenues and Housing.

You should note that making an appeal does not allow you to withhold payment of the tax. If your appeal is successful you will be entitled to a refund of any overpayment.

Discounts

If you are the only person over 18 living in your home you are entitled to a 25% discount. Dependent upon the status of your property you may be entitled to a discount if your property is unoccupied. Discounts can also be claimed because certain people may not be included when counting the number of people in your household. For example those who may be disregarded include, **students; apprentices; student nurses; Youth Training trainees; people caring for someone who is not a spouse, partner or child under 18 and people with severe mental impairment.**

If you think you may be entitled to a discount which is not shown on your bill, please contact the Council's Contact Centre (Telephone 01789 260990). If your bill indicates that a discount has been allowed, you must tell Stratford-on-Avon District Council of any change of circumstances which affects your entitlement. If you do not you may have to pay a penalty of £50 the first time this happens, and £200 every time afterwards.

If you would like to pay by Direct Debit please complete the box below, together with the Direct Debit instruction overleaf.

Or telephone 01789 260990.

Your council tax account reference number can be found on the front of your bill.

Name
<input type="text"/>
<input type="text"/>
Address
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Direct Debit payers will have the choice of any one of the following four payment dates:- 7th, 14th, 21st or 28th of the month.

Please indicate your preferred choice of date

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Stratford-on-Avon District Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Stratford-on-Avon District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.