

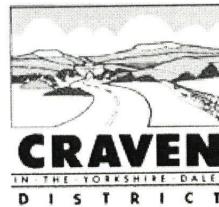
Date of issue

16-DEC-2021

**CAVEN DISTRICT COUNCIL**  
Revenues and Benefits Services, 1 Belle Vue Square  
Broughton Road, Skipton, BD23 1FJ

TEL: (01756) 700600

9.00 am - 5.00 pm Monday - Thursday 9.00 am - 4.30 pm Friday



## COUNCIL TAX BILL

VIAMED PROPERTIES  
BROWFIELD  
13 STATION ROAD  
CROSS HILLS  
KEIGHLEY  
WEST YORKSHIRE  
BD20 7EH

### Account Reference

10049420925

Please quote this number when writing,  
telephoning or making payment.

Reason for sending you this bill : New Acnt

Address of Property	Authority	% Increase	Amount
BROWFIELD 13 STATION ROAD CROSS HILLS KEIGHLEY WEST YORKSHIRE BD20 7EH	North Yorks C C Craven District Council Nycc Adult Social Care Glusburn Combined Fire Authority North Yorkshire Police	2.2 2.8 1.5 4.5 2.0 2.0	1129.55 161.96 124.72 47.15 65.90 240.94
Property Reference 012706850130 Property Band : C		Subtotal	1770.22
Council Tax For Period	Band C 14-DEC-2021 31-MAR-2022		523.79
The Council Tax attributable to NYCC includes a precept to fund adult social care (shown separately). If you are on a low income you may be eligible to claim Council Tax Reduction. Telephone 01756 700600 for more details. If you have recently applied for Council Tax Reduction please continue to pay your Council Tax instalments whilst your claim is being considered.			
TOTAL AMOUNT PAYABLE BY YOU			523.79
YOUR BILL IS PAYABLE AS FOLLOWS: First instalment due on 01-JAN-2022 1 X 261.79 1 Other instalment due on 01-FEB-2022 1 X 262.00 Instalments to be paid by:CHEQUE MONTHLY FOR FURTHER DETAILS ON HOW TO PAY SEE OVERLEAF.			
OPERATOR	NCURRIE	BILL NUMBER	15
		EXTRACT NUMBER	137902/112

**Did you know that you can choose to receive your Council Tax bill as an attachment sent by email? If you want to use this option email [localtaxation@cravendc.gov.uk](mailto:localtaxation@cravendc.gov.uk) and please don't forget to include your account number.**

Most council tax bills provide 10 instalments from April to January. If you prefer, you can pay your bill over 12 monthly instalments. To benefit from 12 instalments in the council tax year 2021/22 you must contact Customer Services by 15 April 2021. After this date it may not be possible to pay your bill over 12 months in this financial year.  
**If your bill already shows 12 instalments, you need take no further action.**

Instalments are due on 1st of each month or you can choose the 20th of the month if paying by Direct Debit. Please ensure payments are made on or before the dates shown overleaf. If payments are not made by the due date you may lose the right to pay by instalments, meaning that you will have to pay the remaining instalment amounts immediately.

#### **Council tax reduction**

Council tax reduction (CTR) is a means tested reduction to your council tax liability, intended to help lower income households. Customers in receipt of CTR have an obligation to notify Craven District Council of any changes in their household or financial circumstances within 21 days of the date of change.

**Failure to report a change in circumstances that affects entitlement to council tax reduction could result in the imposition of a penalty. Making a fraudulent claim could result in prosecution.**

The amount of CTR on your bill is the calculated amount for the full financial year. If you think the amount is incorrect, you can either request a more detailed calculation statement within 1 month of the date of this bill, or appeal against the decision. If you appeal against the decision it will be looked at again and a detailed explanation of the decision issued. If the decision is not changed in your favour you will be granted a 2 month period to appeal the matter further to the Valuation Tribunal. If you do not receive a response to your appeal within 2 months you can then, provided you do so within 2 months, appeal directly to the Valuation Tribunal.

If you would like to make a claim for CTR, or require more information on how CTR might affect you, please contact Customer Services on 01756 700600.

#### **Adult Social Care**

The Secretary of State made an offer to adult social care authorities. The offer was the option of an adult social care authority being able to charge an additional "precept" on its council tax without holding a referendum, to assist the authority in meeting its expenditure on adult social care from the financial year 2016-17.

It was originally made in respect of the financial years up to and including 2019-20. If the Secretary of State chooses to renew this offer in respect of a particular financial year, this is subject to the approval of the House of Commons. This additional precept has been approved for 2021/22.

More information about Adult Social Care charges can be found at <https://www.northyorks.gov.uk>, tel:01609 780780 and at <https://cravendc.gov.uk>.

#### **Council tax exemptions and discounts**

Not everyone is counted for the purposes of calculating council tax. Students, carers and residents of care homes are just some examples of people who may not be counted for council tax. There are also reductions available for some physical and mental disabilities. Some properties may be exempt from council tax for a period of time; often this applies to empty properties but there are circumstances where occupied properties may also be exempt. For further details see our website [www.cravendc.gov.uk/](http://www.cravendc.gov.uk/)

If you believe you are no longer entitled to a discount or exemption that you already receive, then you must inform us immediately. The Regulations state that you must inform the local authority within 21 days of the change.

**Failure to report changes, particularly those that may increase the amount of Council Tax due, may lead to prosecution or a financial penalty.**

To query the Council Tax Band given to your property contact the Valuation Office Agency at [www.gov.uk/voa/contact](http://www.gov.uk/voa/contact).

#### **HOW TO PAY**

##### **Direct Debit**

This is the safest and most convenient way to pay. You can telephone 01756 700600 and set up your direct debit over the phone. You will need to have your bank details ready.

##### **Online or internet banking**

The Council's bank details are: Sort Code: 30-91-12 Account Number: 00654605 Pay via our website – click on the 'Pay Online' tab at <http://www.cravendc.gov.uk/>

##### **Telephone**

Payments by debit card (Visa, Switch or Delta). Payments by credit card (Delta, Maestro, Mastercard, Solo, Switch (TR), Visa (TR)). Please telephone 01756 700600 to speak to a Customer Advisor, or select option 2 for our 24 hour automated service.

##### **By Post**

Send your cheque payments to Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. Cheques should be made payable to Craven District Council quoting your Council Tax account reference number on the back of the cheque. Please do not send cash through the post. Please note we do not accept post dated cheques.

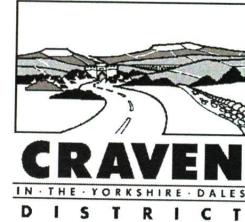
##### **In Person**

Cheque payments may be made at the locations listed below. In addition, debit and credit card payments may be made at Belle Vue Square. Cash payments are no longer accepted at any of the Council's Offices and will only be accepted at Post Offices and PayPoint outlets provided you have an Allpay card.

- 1 Belle Vue Square, Broughton Road, Skipton (Mon-Thurs 9.00am - 5.00pm, Fri 9.00am - 4.30pm)  
Opening times may vary in 2021/2022 in response to Covid 19 restrictions – please check on [www.cravendc.gov.uk/](http://www.cravendc.gov.uk/)
- Local Post Office, by Girobank smart card with no additional cost to you, or your Pay Point outlet using your Allpay card.  
You can request an Allpay card by telephoning Customer Services on 01756 700600.

For further information on council tax and non-domestic rates or for details on how your council tax is spent, please visit our website [www.cravendc.gov.uk/](http://www.cravendc.gov.uk/)

Revenues and Benefit Service  
Craven District Council  
1 Belle Vue Square  
Broughton Road  
SKIPTON  
North Yorkshire  
BD23 1FJ



Telephone: 01756 700600  
Email: [localtaxation@cravendc.gov.uk](mailto:localtaxation@cravendc.gov.uk)

Dear Sir or Madam

**Council Tax discount for a property that is both unoccupied and unfurnished.**

**Rules**

- 1) The maximum period for this discount is one calendar month.
- 2) This discount cannot be allowed if it has previously been awarded to the same owner/occupier and the property has not been occupied for a minimum of 6 months since the last award was allowed.
- 3) This discount cannot be allowed if it has previously been awarded to a different owner/occupier and the property has not been occupied for a minimum 6 weeks since the last award was allowed.

**Please complete the sections below.**

Address of property discount is claimed for. <i>Brayfield, 13 Station Road CROSS HILLS BD20 7EH</i>	Property Reference Number <i>012706850130</i>
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Your Name and contact address <i>VIAMED PROPERTIES 15 STATION ROAD, CROSS HILLS BD20 7DT</i>
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Please tick and complete as appropriate. Are you the

Owner <input checked="" type="checkbox"/>	Tenant	Neither
Date purchased <i>14-12-21</i>	Tenancy start date	
Date property was last occupied <i>14-12-21</i>		
Date property became unfurnished <i>14-12-21</i>		
If known, when did it or when will it be furnished? <i>Expected to be Feb 22</i>		

Paul Shevlin, Chief Executive  
Calls may be recorded for training and monitoring purposes  
For general enquiries telephone 01756 700600  
[www.cravendc.gov.uk](http://www.cravendc.gov.uk)



Please also supply the following information, so we may contact you if we have a query:

Email address

*helen.lamb@viamed.co.uk*

The email address provided will be used to send your Council Tax Bill by email rather than a paper copy by post unless you tick the NO to ebilling box.

NO to ebilling

Daytime Telephone Number

*07828264378*

Please see our website [www.cravendc.gov.uk/council-tax](http://www.cravendc.gov.uk/council-tax) for further information about other discounts and exemptions that may be available, or contact our Customer Services department on 01756 700600.

**Declaration.**

**Please read this declaration carefully before you sign it.**

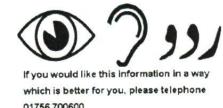
The authority may impose a penalty of £70 where a person fails to notify the authority, without reasonable excuse, on any matter which affects entitlement to a council tax discount or exemption.

I declare that the information I have given on this form is true and accurate.  
I will tell Craven DC if there is any change of circumstances at my home.  
I confirm that I have read and understand the enclosed Privacy Notice.

**If you are partners both people must sign.**

Name (Printed)	Signature	Date
DEREK LAMB	<i>D. Lamb</i>	22/12/21
HELEN LAMB	<i>H. Lamb</i>	22/12/21

Paul Shevlin, Chief Executive  
Calls may be recorded for training and monitoring purposes  
For general enquiries telephone 01756 700600  
[www.cravendc.gov.uk](http://www.cravendc.gov.uk)





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

Please fill in the whole form using a ball point pen and send it to:

**Craven District Council**  
1 Belle Vue Square  
Broughton Road  
Skipton  
North Yorkshire  
BD23 1FJ

Name(s) of Account Holder(s)

VIAMED LTD

Bank/Building Society account number

00906662

Branch Sort Code

207842

Name and full postal address of your Bank or Building Society

To: The Manager Bank/building society

Barclays Bank  
Address  
49 High Street  
Skipton

Postcode BD23 1DT

Reference (11 digit number at the top right of your bill)

10049420925

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

DDI 15/15

This guarantee should be detached and retained by the payer.

Service user number

9 9 4 2 1 6

For **Craven District Council** official use only  
This is not part of the instruction to your  
bank or building society.

Preferred date of payment and number of  
instalments (please tick 1 box only)

1st of month (10 instalments)

1st of month (12 instalments)

20th of month (10 instalments)

20th of month (12 instalments)

Instruction to your Bank or Building Society  
Please pay **Craven District Council** Direct 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 **Craven District Council** and, if  
so, details will be passed electronically to my Bank/Building  
Society.

Signature(s)

HJ C

Date

22/12/21

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit **Craven District Council** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request **Craven District Council** to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by **Craven District Council** or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when **Craven District Council** asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



## Direct Debit

### The easier way to pay

- **Save money** – no stamps or travelling costs to get your payment to us
- **Save time** – no queuing or travelling to pay us
- **Save worry** – you know your payments will be received on time and you cannot forget to pay
- **Choice of Payment Dates** - We offer a choice of payment dates - 1<sup>st</sup> or 20<sup>th</sup> of the month
- **Choice of Instalments** - You can spread your payments over 10 or 12 instalments a year to suit your budget

You can cancel your payment at any time if you decide you want to stop paying by direct debit

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