

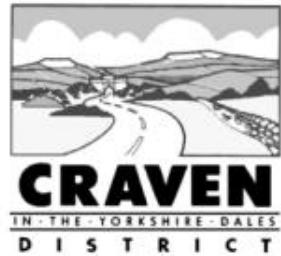
Date of issue

06-JAN-2022

**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  
helen.lamb@viamed.co.uk

**Account Reference**

10049420925

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

**Reason for sending you this bill :** Unocc Disc

<b>Address of Property</b>	<b>Authority</b>	<b>% Increase</b>	<b>Amount</b>
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

<b>Property Reference</b>	012706850130	<b>Subtotal</b>	1770.22
<b>Property Band :</b>	C		

Council Tax For Period Unoccupied Unfurnished One Month Prescribed Class C Empty & Unoccupied	Band C 14-DEC-2021 14-DEC-2021 14-JAN-2022	14-DEC-2021 13-JAN-2022 31-MAR-2022	523.79 -150.35 0.00
---	---	---	---------------------------

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** 373.44

YOUR BILL IS PAYABLE AS FOLLOWS:

First instalment due on 01-FEB-2022 1 X 186.44  
1 Other instalment due on 01-MAR-2022 1 X 187.00  
Instalments to be paid by: 12 INSTALMENTS BY DD  
FOR FURTHER DETAILS ON HOW TO PAY SEE OVERLEAF.

**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/)