



## Council Tax Reduction

Are you missing out?



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Anyone with a Council Tax bill (or their partner) can apply for Council Tax Reduction. We work out Council Tax Reduction on your income after deductions (see the **Quick check**). It doesn't matter if you are working, unemployed, retired, widowed, self-employed, sick or disabled - you may still qualify for Council Tax Reduction.

If you are not already receiving Council Tax Reduction and feel you may be entitled, follow the steps below.

- 1 Look at your Council Tax bill and check your Council Tax Band.
- 2 Work out the total in the quick check (if your weekly income is less than the figure in the table appropriate to your Council Tax banding, you should claim Council Tax Reduction).
- 3 Your Council Tax bill will tell you whether you are already receiving a reduction. If you are not, please fill in the tear-off slip on page 6 and post it to:

Dundee City Council  
Customer Services & IT  
PO Box 218  
Dundee  
DD1 3YS

With new Council Tax charges you may qualify now - even if you did not qualify before.

**If you have savings or investments of £16,000 or more, you cannot get Council Tax Reduction, unless you are receiving the guaranteed part of Pension Credit.**

## Quick check

**This can help you work out your right to Council Tax Reduction.**

**Add together the following:-**

Your weekly benefit or pension **£** \_\_\_\_\_

Partner's weekly benefit or pension **£** \_\_\_\_\_

Your weekly pay (after tax) **£** \_\_\_\_\_

Partner's weekly pay (after tax) **£** \_\_\_\_\_

Any other income you or your partner receive **£** \_\_\_\_\_

**Total income** **£** \_\_\_\_\_

**Now Take away your registered childminder or nursery costs.**

(up to £175 a week for one child under 15. Or, up to £300 a week for two children under 15) **£** \_\_\_\_\_

If you are working, take away the following. **£** \_\_\_\_\_

Single £5

Couple £10

Single parent £25 **£** \_\_\_\_\_

**Also take away the benefit amount if you receive:**

• Attendance Allowance; **£** \_\_\_\_\_

• Disability Living Allowance; **£** \_\_\_\_\_

• War Widow's Pension; and **£** \_\_\_\_\_

• War Disablement Pension. **£** \_\_\_\_\_

**Total deductions** **£** \_\_\_\_\_

**Your weekly total**  
(Your income less your deductions) **£** \_\_\_\_\_

**Now check your total with the table on the next page**

## Council Tax Reduction table - For guidance only

If your weekly total on the quick check below is less than that shown in the column relevant to your circumstances, you should apply for reduction. Even if you have more than the amount shown, you should apply if anyone in your family is disabled or you receive Carer's Allowance.

Which category do you fall into?	Your Council Tax Band 2015/16							
	A	B	C	D	E	F	G	H
Single person under 25	115.91	125.59	135.27	144.94	164.30	183.65	203.00	232.03
Single person over 25 but under 60	131.11	140.79	150.47	160.14	179.50	198.85	218.20	247.23
Single parent with one child	215.46	225.14	234.82	244.49	263.85	283.20	302.55	331.58
Single parent with two children	282.36	292.04	301.72	311.39	330.75	350.10	369.45	398.48
Single parent with three children	349.26	358.94	368.62	378.29	397.65	417.00	436.35	465.38
Single parent with four children	416.16	425.84	435.52	445.19	464.55	483.90	503.25	532.28
<b>These calculations are based on single parents being over 25 years of age, and children being over one year of age.</b>								
Couple over 18 but under 60	192.22	205.12	218.02	230.92	256.73	282.53	308.34	347.05
Couple with one child	276.57	289.47	302.37	315.27	341.08	366.88	392.69	431.40
Couple with two children	343.47	356.37	369.27	382.17	407.98	433.78	459.59	498.30
Couple with three children	410.37	423.27	436.17	449.07	474.88	500.68	526.49	565.20
Couple with four children	477.27	490.17	503.07	515.97	541.78	567.58	593.39	632.10
<b>These calculations are based on all couples being over 18 years of age, and children being over one year of age.</b>								
Single pensioner over 60 and under 65	209.21	218.89	228.57	238.24	257.60	276.95	296.30	325.33
Single pensioner 65 or over	224.06	233.74	243.42	253.09	272.45	291.80	311.15	340.18
Pensioner couple both over 60 and under 65	308.22	321.12	334.02	346.92	372.73	398.53	424.34	463.05
Pensioner couple, one or both 65 or over	325.67	338.57	351.47	364.37	390.18	415.98	441.79	480.50

The figures in the table overleaf are based on the Council Tax bands for Dundee.

- If you have savings or investments of up to and including £6000, we ignore this when we work out your Council Tax Reduction.
- If you have savings or investments of £6000.01 to £15,999.99, this may reduce the amount of Council Tax Reduction you may be entitled to. If you are receiving Pension Credit (guaranteed), your savings do not affect the amount of Council Tax Reduction you are entitled to. However your savings will be taken into account when the Pension Service is working out your entitlement to Pension Credit (guaranteed). For more information contact any of our enquiry offices.
- The figures used in the table on the previous page for a single person assume that we have given a discount of 25% because that person lives alone.
- If you have people living with you who are 18 years and over, we take a fixed amount from your Council Tax Reduction. The amount we take depends on their circumstances and income. For more information contact any of our enquiry offices.
- If you start work or start receiving Working Tax Credit or Child Tax Credit, you may not be entitled to as much Council Tax Reduction. Depending on how much income you receive, you may not be entitled to any amount of Council Tax Reduction. For advice or a calculation to find out how much Council Tax Reduction you should receive contact any of our enquiry offices.
- You must tell us about any change in your circumstances within one month of the date of the change. If you do not do this, you may lose out on any increased Reduction.

## **If you don't agree with us**

We will always do our best to make sure you are getting as much Council Tax Reduction as you can. But, if you are not happy with any decision we have made about your claim, you have two options.

1. You can ask us to revise our decision.  
Please write to us within one month from the date of the letter telling you our decision, giving the reasons why you disagree. We will look at our decision again and tell you what the outcome is.
2. You can appeal against the decision.  
Please write to us within one month of the date on the letter telling you our decision, giving the reasons why you disagree. We will look at our decision again and tell you what the outcome is. Should our decision remain the same in respect of your Council Tax Reduction, we will contact you to tell you the next stage of the appeal process.

# **I want to claim Council Tax Reduction**

Please send an application to the address below :-

Name: .....

Address: .....

.....

.....

.....

.....

Your Signature: .....

Date: .....

## **Please tick**

**I own my own  
home**

**I rent my home**

**If you have any difficulties filling in forms and would like help, please tick the box below and, if possible, provide a contact phone number so a visiting officer can arrange a suitable time to visit you at your home.**

**Phone:** .....

For official use only
Date stamp



This leaflet is a guide and may not include all the relevant information you need. If you need more advice or help, or you want to talk about any Council Tax Reduction matter, please contact us in one of the following ways:-

- **Visit** any of our enquiry offices

### **Corporate Services Office**

Dundee House

50 North Lindsay Street

Dundee

Open from 8.30am to 5.00pm

(Mondays, Tuesdays, Thursdays and Fridays),

9.30am to 5.00pm (Wednesdays)

### **West District Housing Office**

3 Sinclair Street

Lochee

Dundee

Open from 8.30am to 5.00pm

(Mondays, Tuesdays, Thursdays and Fridays),

9.30am to 5.00pm (Wednesdays)

### **East District Housing Office**

169 Pitkerro Road

Dundee

Open from 8.30am to 5.00pm

(Mondays, Tuesdays, Thursdays and Fridays),

9.30am to 5.00pm (Wednesdays)

- **Phone us** on our Freephone number:  
0800250025
- **Write to:** Executive Director of  
Corporate Services  
Customer Services & IT  
PO Box 218  
Dundee  
DD1 3YS.
- **E-mail** us at  
[revenues.division@dundeecity.gov.uk](mailto:revenues.division@dundeecity.gov.uk)

You can get more information about council Tax from our website at [www.dundeecity.gov.uk](http://www.dundeecity.gov.uk)

You can also use the tear-off slip.

## **Getting independent advice**

If you would like advice from someone who does not work for our Department, you can contact the organisations below:-

### **Citizens Advice**

Central Library  
The Wellgate Dundee  
DD1 1DB  
Phone: 01382 307494

### **Money Advice Support Team**

Brooksbank Community Centre  
Pitairlie Road  
Dundee DD4 8DB  
Phone: 01382 432452

### **Dundee North Law Centre**

101 Whitfield Drive  
Dundee DD4 0DX  
Phone: 01382 307230

### **Shelter Housing Aid Centre**

1 Courthouse Square  
Dundee DD1 1NH  
Phone: 0808 800 4444

### **Welfare Rights**

Social Work Department  
Jack Martin Way  
Claverhouse East  
Dundee  
DD4 9FF  
Phone: 01382 431167

The information in this leaflet is for guidance only and is not a statement of the law. We will not be responsible for any loss you may suffer as a result of relying on any information in this leaflet.





This is called Council Tax Reduction - are you missing out.

If you would like this leaflet in large print, in Braille, on audio tape, on CD or in another language, please phone 01382 431205.

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如果你需要此章程的大字版，凸字版，錄音帶，光盤或其他語言譯本，請電 01382 431205

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Jeżeli chcieliby Państwo tę ulotkę napisaną większą czcionką, alfabetem Braille'a, w innym języku lub nagrany na taśmę audio bądź płytę CD prosimy o kontakt pod numerem 01382 431205.

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**"Если Вы хотели бы получить этот рекламный листок в крупном шрифте, в шрифте Брайля, в аудио записи, на компакт-диске или на другом языке, пожалуйста позвоните по телефону 01382 431205."**

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اگر آپ یہ دستاویز بڑے پرنٹ، بریل، آڈیو ٹیپ پر، سی ڈی یا کسی دوسری زبان میں چاہتے ہیں تو برائے مہربانی فون نمبر 01382 431205 پر فون کریں۔

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