

## Message from the Leader of the Administration

Each year we take this opportunity to give you information about what services the revenue budget is spent on and how this is funded.

We give you advice about claiming benefits and paying council tax in the face of the UK Government's ongoing changes to the welfare system.

Dundee City Council has once again frozen the Council Tax. The Band D figure for the 2016/17 financial year has been held at £1,211. This is the tenth year in a row that the council tax in Dundee has been frozen, helping hard pressed household budgets.

It is no secret that local councils are facing the toughest set of budget constraints in living memory. With that tight squeeze on finances comes a raft of difficult decisions about where and how deep cuts in council services will have to be so that we can balance the books.

However Dundee City Council is determined to continue to deliver a wide range of high quality services that provide value for money to the people of the city.

We are still building for the future of the city, with major school projects like Harris Academy nearing completion and others being delivered as part of a wider investment programme. Work has got underway on the V&A Museum of Design Dundee and progress on the waterfront project is evident.

Our services are performing well and we continue to focus on improvement and making them the best they can be. The council's Changing for the Future programme keeps our focus firmly on this goal.

**Councillor Ken Guild**  
*Leader of the Administration*

**DUNDEE CITY COUNCIL CUSTOMER CHARTER**  
**OUR PROMISE TO YOU**  
dundee.gov.uk/customercharter

## Contact Us

### Online

[www.dundee.gov.uk](http://www.dundee.gov.uk)

### Email

[customerservices@dundee.gov.uk](mailto:customerservices@dundee.gov.uk)

### Telephone

**434000**

### 24 Hours Automated Payment Line

Pay rent, council tax, debt, **0845 6026943**  
non domestic rates,  
housing benefit overpayment,  
council invoices and  
parking penalty charge notices

### In Writing

Customer Services Team, Dundee House,  
50 North Lindsay Street, Dundee, DD1 1QE

### Deaf/Hard of Hearing

Text service **078600 22 8 99**

### Visit or call us

Dundee House, 50 North Lindsay St **Tel 434000**  
Mon, Tues, Thurs, Fri 8.30am - 5pm  
Wed 9.30am - 5pm

### Housing & Council Tax Enquiries

Housing (general) **Tel 307301**  
Council Tax/Council Tax Reduction/  
Housing Benefit **Tel 431205**

West Housing District Office, 3 Sinclair Street  
East Housing District Office, 169 Pitkerro Road

### Severe Weather and Emergencies

Get advice from Dundee City Council's website  
[www.dundee.gov.uk](http://www.dundee.gov.uk), social media and local radio.

This information is made available in large print or in an alternative format that meets your needs.

Chinese	欲知詳情, 請致電: 01382 435825
Russian	Более подробную информацию можно получить позвонив по телефону: 01382 435825
Urdu	مزید معلومات کے لئے برائے مہربانی 01382 435825 پر فون کریں۔
Polish	po dalszą informację zadzwoń pod numer 01382 435825
Alternative Formats	For further information please contact the issuer of this publication

## What we spend our revenue budget on and how this is funded?

Budget / Service	Total Gross Budgeted Expenditure £m	Fees, Charges and Other Income £m	Total Net Budgeted Expenditure £m	Change from Previous Year £m	% Change from Previous Year %	Band D Council Tax Equivalent £
Education	123.584	(2.843)	120.741	1.011	0.8	2,476.96
Social Work	124.688	(26.625)	98.063	(0.454)	(0.5)	2,011.73
City Development	37.339	(20.955)	16.384	(5.030)	(23.5)	336.11
Environment	59.494	(44.455)	15.039	(1.716)	(10.2)	308.52
Other Services	82.873	(14.118)	68.755	(2.985)	(4.2)	1,410.48
Capital Financing Costs	<u>25.832</u>	<u>(0.150)</u>	<u>25.682</u>	<u>(0.876)</u>	<u>(3.3)</u>	<u>526.86</u>
<b>Total</b>	<b><u>453.810</u></b>	<b><u>(109.146)</u></b>	<b><u>344.664</u></b>	<b><u>(10.050)</u></b>	<b><u>(2.8)</u></b>	<b><u>7,070.66</u></b>

Financed by:

(a) Government Grants	214.620	(19.142)	(8.2)	4,402.88
(b) Non-Domestic Rates	<u>71.011</u>	<u>8.532</u>	<u>13.7</u>	<u>1,456.78</u>
<b>Total amount to be raised from Council Tax</b>	<b><u>59.033</u></b>	<b><u>0.560</u></b>	<b><u>1.0</u></b>	<b><u>1,211.00</u></b>

## Council Tax 2016/2017

Council tax is set based on a band D property and the charge for other properties is calculated from this. The agreed Council Tax levels for 2016/17 remain unchanged from last year and are as follows:

Band	Proportion of Band D	Charge £
A	6/9	807.33
B	7/9	941.89
C	8/9	1,076.44
D	9/9	1,211.00
E	11/9	1,480.11
F	13/9	1,749.22
G	15/9	2,018.33
H	18/9	2,422.00

Scottish Average Comparative Band D Council Tax for 2015/2016 £1,149

## Comparison of Budgeted Spend Against Government Provision

	£ per Band D Dwelling
Expenditure figure used by Government in grant support calculations	£6,350.30
Proposed expenditure by authority on comparable basis	£6,501.60

## How many staff we employ?

The total number of staff employed by Dundee City Council are as follows:

Budgeted full-time equivalents 2015/16	6,234
Budgeted full-time equivalents 2016/17	6,034
Decrease in full-time equivalents	200

## Pay your Council Tax by Direct Debit

Apply by signing up at:  
[www.dundee.gov.uk/ct-dd](http://www.dundee.gov.uk/ct-dd) or call 01382 431205



FREE INTERNET ACCESS,  
wi-fi & help with getting online is available  
in all Dundee Libraries.



...you can do so much more ONLINE at...  
**dundee.gov.uk**

# Council Tax Additional Information

## Exempt Properties

There are categories of empty and occupied properties which are exempt from Council Tax.

If your property is unoccupied for one of the following reasons, you may be entitled to an exemption (some of these may be subject to a time limit)

- An empty and unfurnished property (**an exemption can be applied for a maximum period of 6 months from the date the property was last occupied, provided the last period of occupation lasted for 3 months**)
- Where the liable person has died and an executor has been appointed (maximum 6 months)
- Where the property was previously occupied by students (maximum 4 months)
- An unoccupied property which is owned by a Registered Charity (maximum 6 months)
- An unoccupied property which is in need of major repair work to make it habitable (**maximum 12 months from the date it was last occupied**)
- An unoccupied property where the householder is in hospital, a nursing home, in residential care on a long term basis, in prison or is detained under The Mental Health Act
- An empty farm cottage
- Where the liable person is a full time student
- A property repossessed by a Bank/Building Society
- Where occupation is prohibited by law
- A property available for occupation by a Minister of Religion
- A property which is owned by a housing body and is kept unoccupied with a view to being demolished
- Where the liable person is living elsewhere to provide or receive care
- A property held by a Housing Association as a trial flat for the elderly or disabled
- Where the liable person has died and no Grant of Confirmation has been made

If your property is occupied you may be entitled to an exemption if the property is:

- Only occupied by full time student(s)
- Occupied by persons receiving housing support services and who share facilities (e.g. bathroom, kitchen)
- Occupied only by persons who are severely mentally impaired and in receipt of qualifying benefits
- Occupied by Ministry of Defence armed forces or occupied by members of visiting forces
- Only occupied by persons under 18 years of age
- Where liability falls to be met solely by a Trustee in Bankruptcy

Please note all exemptions are subject to certain conditions. Please contact our Customer Services Team for further information.

Customer Services Team

Tel: 01382 431205

[www.dundee.gov.uk/counciltax](http://www.dundee.gov.uk/counciltax)

Dundee House

50 North Lindsay Street, Dundee, DD1 1QE



...you can do so much more ONLINE at...

**dundee.gov.uk**

## Council Tax Discount

### A 25% discount will be granted where:

- A person lives alone or
- Where only one person is counted and others are not due to their circumstances (*see below*)

### A 50% discount will be granted where:

- All residents over 18 are not counted due to their circumstances (*see below*)

### The following people are not counted due to their circumstances;

Persons under 18 years of age; persons over 18 years of age in respect of whom child benefit is still payable; full time students; apprentices on a low wage; Skillseekers; persons detained in prison; individuals classed as severely mentally impaired; long term hospital patients; patients in residential care or nursing homes; certain care workers; members of religious communities who have no income; members of international headquarters or defence organisations; certain school leavers under 20 years of age

### A 50% discount will be granted to:

- A purpose built holiday home which cannot be occupied for 12 months of the year
- A job related property where the resident must live in other accommodation provided by their employer as a condition of employment
- A new owner for up to 6 months from the date of purchase, where major repair work is required to make it habitable

### A 10% discount will be granted to:

- A second home which is furnished and occupied for at least 25 days in a rolling 12 month period
- A property which is unoccupied for up to 24 months since last occupied and is actively being marketed for sale or rent
- A property which is unoccupied for up to 12 months

## Additional charge for Unoccupied Properties

**From 1 April 2016 any property which has been unoccupied for more than 12 months will be subject to a charge of 200%.** The Scottish Government changed the rules to allow the additional charge to encourage owners to return empty properties back into use as quickly as possible. Dundee City Council's Empty Homes Officer can provide help and advice to find the best way to bring properties back into use.

Further information can be found at [www.dundee.gov.uk/emptyhomes](http://www.dundee.gov.uk/emptyhomes)

or by contacting Sean Maxwell, Empty Homes Officer **email: [sean.maxwell@dundee.gov.uk](mailto:sean.maxwell@dundee.gov.uk)**

## Reduction for Disabilities

Under the Council Tax (Reduction for Disabilities) (Scotland) Regulations 1992, where a property is the sole or main residence of at least one disabled person, the liable person may qualify for a reduction provided one of the following conditions is satisfied:

- A room has been provided to cater for the disabled persons specific needs.
- A second bathroom or second kitchen has been provided for use by the disabled person.
- Where sufficient floor space has been provided to permit the use of a wheelchair within the property and that a wheelchair is being used

The person liable to pay Council Tax on a dwelling which satisfies at least one of the above conditions will be charged Council Tax and Water and Sewerage charges at the rate applicable to the band immediately below the band to which the property has been assigned in the Valuation List, e.g. a property placed in Band D will be charged at the rate applicable to Band C.

From 1 April 2000, amended legislation allows for a reduction in respect of Band A properties.

## Appeals

If you think you are not liable to pay Council Tax or do not agree with the amount charged you should appeal in writing to the Senior Council Tax and Benefits Manager at the address noted overleaf, stating your reasons. Appeals against the banding of your property should be made to the Assessor for the Tayside Valuation Joint Board at Whitehall House, 35 Yeaman Shore, Dundee, DD1 4BU.

**PAYMENT CANNOT BE WITHHELD PENDING SETTLEMENT OF ANY APPEAL OR QUERY.**