

relatives of the resident(s) living in the main dwelling

- dwellings which are the main residence of a person with diplomatic privilege or immunity.

If you think you may qualify for a reduction, please visit our website [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk) or contact us at [ctax@norfolk-norfolk.gov.uk](mailto:ctax@norfolk-norfolk.gov.uk) or on 01263 516071.

#### Appeals

You have the right to appeal if, for example, you think you are not the person liable to pay Council Tax, or you think you qualify for an exemption or discount. Any such appeal must be made in writing to the council, in the first instance. Any appeal regarding the banding of your property must be made in writing to:

**The Listing Officer  
Valuation Office Agency  
Central Avenue  
St Andrew's Business Park  
Norwich, NR7 0HS  
Tel: 03000 501501**

#### Information Supplied with Demand Notices

Further information relating to:

- how revenues are spent on local services
- where your Council Tax goes
- how your Council Tax is spent by the district council is available at [www.north-norfolk.gov.uk/how-taxrevenues-are-spent](http://www.north-norfolk.gov.uk/how-taxrevenues-are-spent)

A hard copy is available on request by writing to the council or contacting them by telephone on 01263 516071.

#### Change of circumstances

If any changes occur in your circumstances that could affect your council tax liability you need to notify us within 21 days. Changes you must tell us about include people moving in and out of your property. The simplest, most efficient and greenest way of doing this is to sign up for My Bills and Benefits through our website at [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk). As well as notifying us

of changes and applying for reductions, you can check if discounts and exemptions have been applied and view your bills 24/7, every day of the year.

#### Statement concerning adult social care funding

"The Secretary of State made an offer to adult social care authorities. ("Adult social care authorities" are local authorities which have functions under Part 1 of the Care Act 2014, namely county councils in England, district councils for an area in England for which there is no county council, London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly.)

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. For more information please visit [www.norfolk.gov.uk/counciltax](http://www.norfolk.gov.uk/counciltax)

#### Norfolk County Council & the Office of the Police & Crime Commissioner

If you wish to contact Norfolk County Council or the Office of the Police & Crime Commissioner for Norfolk please visit their websites. These can be found at [www.norfolk.gov.uk](http://www.norfolk.gov.uk) and [www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk)

# COUNCIL TAX EXPLANATORY NOTES

## NORTH NORFOLK DISTRICT COUNCIL

Holt Road, Cromer, NR27 9EN

**Web:** [www.north-norfolk.gov.uk/contactus](http://www.north-norfolk.gov.uk/contactus)

**Email:** [ctax@north-norfolk.gov.uk](mailto:ctax@north-norfolk.gov.uk)

**Payments:** 0300 123 1109 (24-hour automated line, option 1)

**Tel:** 01263 516110



For help understanding this document or to receive it in a different format or language, please call 01263 513811 or email [brates@north-norfolk.gov.uk](mailto:brates@north-norfolk.gov.uk)



[north-norfolk.gov.uk](http://north-norfolk.gov.uk)

## Reductions for people with disabilities

The Council Tax bill may be reduced for dwellings which have a special room set aside for the needs of a resident disabled person. An extra bathroom or kitchen required by the disabled person or extra space to allow the use of a wheelchair indoors may also qualify. The relief is equivalent to reducing the valuation band to the one below, so disabled people do not pay more because of a need for extra space. For example, if your property is in band C you will pay for band B. A reduction is also available for band A.

## Discounts and charges for empty homes and second homes

The council has some discretion over the level of discount, including whether to award any discount at all, in respect of certain categories of properties. North Norfolk District Council will be applying such discounts as follows:

### Empty homes

Empty dwellings are defined as properties which are unoccupied and substantially unfurnished. **When a property is empty it will be entitled to a 0% discount. This means it will be liable for the full charge of 100%.** From 1st April 2019 if a property remains empty after two years a premium of 100% will be payable in addition to the full charge. From 1st April 2020 if a property remains empty after five years a premium of 200% will be payable in addition to the full charge. From 1st April 2021 if a property remains empty after ten years a premium of 300% will be payable in addition to the full charge. However a premium will not apply to a dwelling which would be the sole or main residence of a person but which is empty while that person resides in accommodation provided by the Ministry of Defence by reason of their employment. Billing authorities will also be prevented from charging

an empty homes premium in relation to an annexe in a property which is being used as part of the main dwelling. Properties which become unoccupied and unfurnished and require or are undergoing major repair works or structural alteration from 1st April 2023 will be entitled to a 50% discount for up to 12 months. If the property remains empty, after this, then the appropriate empty rate or the premium charge will apply.

### Second homes (Class B)

For Council Tax purposes, second homes are properties that are furnished but where no-one lives in them as their main residence. There will be no Council Tax discount in the year 2023/24 for dwellings which are not the sole or main residence of an individual, which are furnished and the occupation of which is not restricted by a planning condition preventing occupation for a continuous period of at least 28 days with the exemption of:

- dwellings that are specifically identified under Regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003, which will retain the 50% discount for the year 2023/24.
- dwellings which, in the reasonable opinion of the council, are judged not structurally capable of occupation all year round and were built before the restrictions of the seasonal usage were introduced by the Town and Country Planning Act 1947 and have been described or geographically defined, will be entitled to a 35% discount for the year 2023/24. Unoccupied caravans and houseboats are treated as second homes (as by their nature they are not substantially unfurnished), but they will be granted a 50% discount. Some job-related dwellings also benefit from a 50% discount. This can also apply to a dwelling left unoccupied when someone moves to have their main residence in job related accommodation elsewhere.

### Annexe discount

Annexes which are used by the occupier of the main house as part of the main home, or annexes which are occupied by a relative of the person living in the main house will be entitled to a 50% reduction in the Council Tax payable on the annexe. The 50% reduction is on top of any other discount you or your relative may be entitled to. For example, if your adult son is living in the annexe on his own, he will be liable for Council Tax and be entitled to a 25% single occupier discount and a 50% annexe discount.

### Other Council Tax discounts

If you live alone your bill will be reduced by 25%. If you, or someone living with you, fits into one of the categories below, and there are no other adults living in the property you can also get a reduction for:

- full-time students and non-British spouses of students, student nurses, foreign language assistants, apprentices and Youth Training trainees
- patients resident in hospital
- people in care homes
- people with a permanent severe mental impairment
- people who are staying in certain hostels or night shelters
- 18 and 19 year olds who are at, or have just left, school
- certain types of care workers (usually working for charities)
- people caring for someone with a disability who is not a spouse, partner or child under 18
- members of religious communities (monks and nuns)
- people in prison (except those in prison for non-payment of Council Tax or a fine)
- people who benefit from diplomatic privileges or immunities
- members and dependants of International Headquarters and defence organisations
- members of visiting forces and their dependants

A person may also be eligible for a discretionary discount under certain circumstances.

## Council Tax exemptions - a brief guide

You may be entitled to an exemption from Council Tax if your property is:

### Unoccupied

- empty and owned by a charity (exemption up to six months only)
- left empty by a person in detention
- left empty by a patient now in a hospital, hostel, nursing or care home
- left empty following the death of the owner or tenant (and owned solely by the deceased)
- a dwelling where occupation is prohibited by law, a planning condition or an Act of Parliament
- empty awaiting occupation by a minister of religion from which to perform his/her duties
- left empty by people receiving care
- left empty by people providing care
- left empty by a student who is the sole owner of the property, and when last occupied it was that person's sole or main residence
- unoccupied and repossessed by the mortgage lender
- in the hands of a trustee in bankruptcy
- a pitch or mooring not occupied by a caravan or boat
- an unused annexe (or other self-contained unit) which cannot be let separately from the main property without breaching planning conditions.

### Occupied

- student halls of residence
- only by students
- by the Ministry of Defence for armed forces accommodation
- by at least one resident who is a member of a visiting force and solely or jointly liable to pay Council Tax
- only by persons who are under 18
- only by persons who are severely mentally impaired
- annexe or similar self-contained property occupied by certain dependant