

# COUNCIL TAX

## 2024-2025

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## More information

We can provide this information in other formats, for example large print, Braille or another language, free of charge.

Cover image: Basildon's bell tower.

# Paying made easy

## Sign up for direct debit online



- Go to [www.basildon.gov.uk](http://www.basildon.gov.uk). Have your Council Tax account number and your bank details ready and decide which day of the month you would like to pay (1st, 6th, 14th, 22nd or 28th).

## Pay online

- Go to [www.basildon.gov.uk](http://www.basildon.gov.uk) to pay online.

## Manage your Council Tax online

Register for our online services and help the environment by saving paper. You can:

- sign up for e-billing
- look at your account details and how we work out your bill
- find out how to pay your Council Tax
- check your Council Tax band
- look at reductions you can apply for and other ways to cut your bills
- see an estimate of the Housing Benefit or Council Tax Reduction you may be entitled to
- claim Council Tax Reduction and Housing Benefit.

Go to [www.basildon.gov.uk](http://www.basildon.gov.uk) or see the back of your bill for more information and other ways to pay.



# Working together for you

Basildon Council have produced this booklet incorporating Essex County Council, Police Fire & Crime Commissioner for Essex and Essex Police, Fire and Crime Commissioner Fire and Rescue Authority information, to make it quicker and easier to explain how we work out your Council Tax and how we use it.

## What is Council Tax?

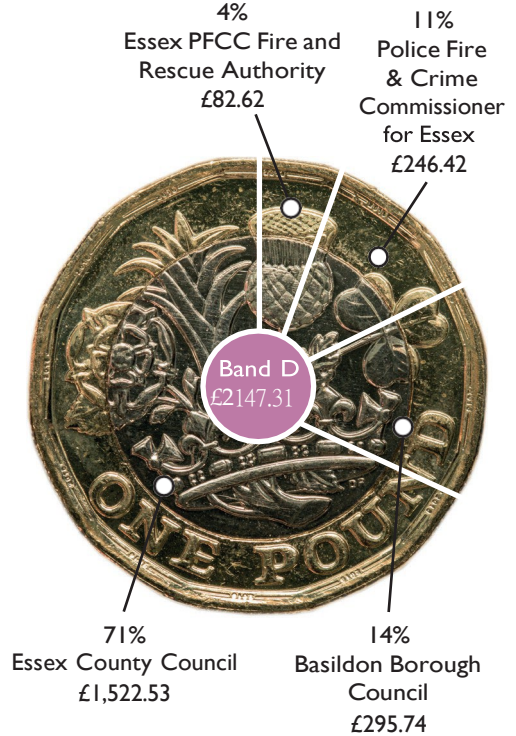
Council Tax is a tax local authorities charge to raise money to pay for their services.

Almost every household has to pay Council Tax, whether your home is a house, bungalow, flat, maisonette, mobile home or houseboat, and whether you own or rent it.

Each property is put into one of eight bands, depending on how much it was worth on 1 April 1991.

Your Council Tax bill shows the band your home is in.

This year we need to collect £18.9 million in Council Tax. Every £1 of Council Tax is shared in the following way.



Valuation band	Value of property on 1 April 1991
Band A	Less than £40,001
Band B	£40,001 to £52,000
Band C	£52,001 to £68,000
Band D	£68,001 to £88,000
Band E	£88,001 to £120,000
Band F	£120,001 to £160,000
Band G	£160,001 to £320,000
Band H	More than £320,000

We (Basildon Borough Council) collect your Council Tax and put it into a separate fund called the collection fund. We share this fund with Essex County Council, Police Fire & Crime Commissioner for Essex, Essex Police, Fire and Crime Commissioner Fire and Rescue Authority and the parish and town councils.

- Essex County Council use Council Tax to pay for services such as social services, highways and libraries.
- We use Council Tax to help pay for services such as refuse collection, planning, leisure services and improving facilities for our community.

# Who has to pay Council Tax?

At least one person in each household is responsible for paying Council Tax.

In most cases the person (or people) aged 18 or over nearest the top of the following list will be responsible for paying Council Tax:

- Owner-occupiers
- Leaseholders
- People who pay rent
- People who have a licence to occupy, such as people who live in tied cottages (housing related to their work)
- People such as squatters, who live in the property but have no legal interest in it (that is, they don't own or rent it)
- People who own the property but don't live in it.

People such as tenants, married people or civil partners can be jointly or separately responsible for all the Council Tax for their property.

## Single Person Discount

A full Council Tax bill assumes that there are two adults living in the property. An adult for Council Tax purposes is a person aged 18 years or over. If only one adult lives in the dwelling as their main home, the Council Tax bill **may** be reduced by 25%.

You can apply for a single resident discount on our website at [www.basildon.gov.uk/counciltax](http://www.basildon.gov.uk/counciltax)

## Other Discounts

Properties in need of major repairs to make them habitable, or undergoing structural alteration may receive a 50% discount. After the discount period full Council Tax will be due.

Properties that are empty and substantially unfurnished may receive a 50% discount. After the discount period full Council Tax will be due.

A discount of up to 50% may be awarded depending on the number of disregarded people who live in the property. When we look at the number of adults living in a property, we do not count:

- full-time students, student nurses, apprentices, youth trainees and foreign-language assistants.
- if you are an apprentice see additional information about Council Tax Reduction for apprentices.
- people who live in hospital
- people who are being looked after in care homes
- people who are severely mentally impaired
- people staying in hostels for the homeless or night shelters
- 18 and 19 year-olds who are at school or who have just left school, or if someone is still receiving child benefit for them
- care workers working for low pay (usually for a charity) people caring for someone with a disability, who is not their partner or their child (a child is someone under 18)
- members of visiting forces, international institutions and diplomats members of religious communities
- people in detention (except people in prison for not paying their Council Tax or a fine relating to their Council Tax) the foreign spouse of a student prevented from working by their immigration status.

## Exempt properties

You don't have to pay Council Tax for some properties. These are known as 'exempt properties'. If no-one lives in a property, it is exempt if the property:

- is owned by a charity (exempt for up to six months)
- is left empty and the owner or tenant who was living there is in prison
- is left empty by someone who has moved to receive personal care in a hospital, a care home, or somewhere else
- is waiting for probate or letters of administration to be granted (after someone has died) and for up to six months after the probate or letters are granted
- is empty because it is against the law for anyone to live in it
- is waiting to be lived in by a minister of religion
- is empty because the owner or tenant who was living there has moved away to care for someone
- is owned by a student and they were the last person to live there
- has been repossessed and is still empty
- is the responsibility of a trustee for someone who has been made bankrupt
- is a pitch for a caravan or mobile home, or a mooring for a houseboat
- is part of a property that also includes another home and cannot be let separately

Homes are also exempt if the following people live there:

- Only students
- Only people under 18 years old
- Only people who have a severe mental impairment and who would otherwise have to pay Council Tax.
- A diplomat or member of international organisations

- An elderly or disabled person living in part of a home (an annexe) and their relative lives in the other part of the home

Please apply online if you think you should be exempt from Council Tax or pay a reduced rate at [www.basildon.gov.uk/counciltax](http://www.basildon.gov.uk/counciltax)

You must tell us within 21 days about anything that could affect an exemption or discount you receive.

## People with disabilities

If you are entitled to receive Council Tax Reduction and a member of the household is disabled and in receipt of a disability benefit, the household will receive the maximum 75% Council Tax Reduction.

You may be entitled to pay less Council Tax if you, or someone who lives with you, has a room or extra space, or an extra bathroom or kitchen, or uses a wheelchair in your property, to meet special needs relating to a disability.

This means that people with disabilities don't have to pay more Council Tax for the extra space they need.

You can apply on our website at [www.basildon.gov.uk/counciltax](http://www.basildon.gov.uk/counciltax)

## Fraud and Penalties

Failure to tell the Council Tax office within 21 days of any change that could affect your Council Tax liability or any of the reductions you receive, including Single Person Discount, can lead to a penalty of up to £280.

## All Council Tax reductions and discounts will be reviewed

We will be checking every claim periodically so it is important you are aware we carry out data matching and

work with the Audit Commission's National Fraud Initiative. This means we may use the information you have provided, and also share this with the Audit Commission and credit reference agencies for the purpose of the prevention and detection of fraud. Anyone who believes that they may no longer be entitled to a Council Tax discount or reduction should contact the Council Tax office.

## How do I appeal?

### Valuation appeals

If you think your home should be in a different valuation band please contact the Valuation Office Agency by visiting [www.gov.uk/council-tax-bands](http://www.gov.uk/council-tax-bands) or telephone 03000 501 501. They will tell you your rights and how to appeal, if you are entitled to do so.

### Other appeals

You can appeal to us if:

- you think you should not have to pay Council Tax at all because you do not live in or own the property
- you feel the property should be exempt from Council Tax
- you believe we have made a mistake working out your bill
- we have not given you a discount,
- we have not reduced your bill because you or someone you live with has a disability.

If you want to appeal, you must notify the Council Tax office in writing. We will then review your case. If you disagree with our decision, you have two months to appeal to a Valuation Tribunal.

If you appeal, you must continue to pay your Council Tax until your appeal is decided. If your appeal succeeds, we will repay any Council Tax you have overpaid.

## Having difficulty paying your Council Tax...

Please contact us as soon as possible.

The instalment payments are due on or before the date shown on your bill. If your payment is late recovery action on your bill will start. This could involve a reminder notice, a summons being issued and a magistrate's court application which means you will be liable for further costs on top of your original Council Tax charge.

Once the Liability Order is granted an arrangement can be made, if this does not happen we can use various recovery methods to collect this debt. This may include the use of enforcement agents (bailiffs) to recover your debt.

If the enforcement agent believes that there are insufficient items to clear the debt, we will then consider other recovery options such as Committal action, bankruptcy/insolvency, imprisonment or a charging order against your property.

Please see our website for further details, or contact the following teams who will be able to advise and help you.

Basildon Council Revenues Recovery Team  
Citizens Advice  
Step Change

## Council Tax fraud

If you suspect that someone is fraudulently claiming a Council Tax discount or exemption go to [www.basildon.gov.uk/fraud](http://www.basildon.gov.uk/fraud)

## Council Tax Reduction

We have a Council Tax Reduction scheme for persons of working age. The scheme is based on a comparison of household income with household size. At the point of applying for Council Tax Reduction you will receive an instant decision about whether you are entitled and the percentage of reduction that you will be awarded, either 75%, 50% or 25%.

There is no entitlement to Council Tax Reduction where total savings are more than £6000. If you are entitled to receive Council Tax Reduction and a member of the household is disabled and in receipt of a disability benefit, the household will receive the maximum 75% Council Tax Reduction. We also have a Council Tax Reduction scheme for apprentices where if an apprentice earns more than £195.01 but less than £300 per week and they are the only other adult in a property, they can be disregarded for Council Tax purposes for the term of their apprenticeship. Pension age customers will continue to receive Local Council Tax Support as at present.

You can apply online at [www.basildon.gov.uk/ctr](http://www.basildon.gov.uk/ctr).



## 12 Monthly Instalments

It is now possible for you to pay your Council Tax in monthly instalments up to the end of the financial year. If you wish to spread your payments in this way, please complete the online form on our website at

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

**Basildon Council**  
BASILDON • BILLERICAY • WICKFORD

### Do it with a debit

Pay the easy way and sign up for direct debit over the phone.



Choose whichever suits you best out of the following dates each month.



Do it online at  
[www.basildon.gov.uk](http://www.basildon.gov.uk)

Have your Council Tax account number and bank details ready.

# check change apply



Access your Council Tax, Housing Benefit and Business Rates information all in one place!

**Check** outstanding balances and get notified of important updates, available 24 hours a day

**Change** to e-billing, amend contact details and report change of circumstances

**Apply** for discounts and refunds

## SIGN UP TODAY

[www.basildon.gov.uk/eservices](http://www.basildon.gov.uk/eservices)

**"We are really excited to launch our new e Services portal, this means that you can access your account 24/7 from your PC or phone."**

**"So why sign up? To make your life easier by ensuring that your account is updated straight away and to avoid any unnecessary queues!"**

**Robert Manser**, Shared Services Revenues & Benefits Manager



## Analysis of our budget and the Council Tax

2023/24	Gross spend £m	Gross income £m	Net spend £m	Service	Gross spend £m	Gross income £m	Net spend £m	2024/25
	10.5	2.6	7.9	Leisure & Recreation	11.8	2.9	8.9	
	9.5	4.5	5.0	Refuse Collection	10.3	5.6	4.7	
	2.2	0.6	1.6	Community & Welfare	2.3	0.6	1.7	
	4.4	1.4	3.0	Housing General Fund	6.1	1.4	4.7	
	43.7	42.3	1.4	Housing & Council Tax Benefit	39.2	39.2	-	
	2.9	0.9	2.0	Regeneration & Partnerships	3.1	1.7	1.4	
	41.1	26.9	14.2	Other Services	42.2	30.1	12.1	
	<b>114.3</b>	<b>79.2</b>	<b>35.1</b>	<b>Sub-total General Fund</b>	<b>115.0</b>	<b>81.5</b>	<b>33.5</b>	
	63.2	60.9	2.3	Housing Revenue Account	64.5	65.2	(0.7)	
	<b>177.5</b>	<b>140.1</b>	<b>37.4</b>	<b>Net spending on borough services</b>	<b>179.5</b>	<b>146.7</b>	<b>32.8</b>	

## Where the money comes from

**2023/24 Total**  
**£'000**

**2024/25 Total**  
**£'000**



The table above shows how much we plan to spend on each of the main services we provide. We calculate this by taking our gross income from our gross spending, to leave the net spending.

We finance this spending partly from Council Tax, partly from our share of rate income collected from local businesses. The rest of our rate income goes partly to Essex County Council and the Fire Authority, but mostly to the government.

# How much do I have to pay?

We work out how much Council Tax we must collect by adding together the money each of the four authorities below needs. In some parts of the borough we collect an extra amount for the parish, town or village councils. This is called a **precept**. If, for example your home is in band D, the average Council Tax for this

year will be £2147.31 plus any amount you have to pay for your local parish council. (This is shown on your Council Tax bill.) The table below shows the Council Tax for properties in each band excluding the parish, town or village council precept.

## 2024/2025 Council Tax for each band (excluding parish, town and village council precept)

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Basildon Borough Council	197.16	230.02	262.88	295.74	361.46	427.18	492.90	591.48
Essex County Council	1,015.02	1,184.19	1,353.36	1,522.53	1,860.87	2,199.21	2,537.55	3,045.06
Police Fire & Crime Commissioner for Essex	164.28	191.66	219.04	246.42	301.18	355.94	410.70	492.84
Essex PFCC Fire and Rescue Authority	55.08	64.26	73.44	82.62	100.98	119.34	137.70	165.24
<b>Total</b>	<b>1,431.54</b>	<b>1,670.13</b>	<b>1,908.72</b>	<b>2,147.31</b>	<b>2,624.49</b>	<b>3,101.67</b>	<b>3,578.85</b>	<b>4,294.62</b>

## Parish, Town and Village councils

There are nine parish, town and village councils in the Basildon borough. Their activities and spending are independent of Basildon Borough Council. Parish, town and village councils may carry out various functions whose cost is met directly by Council Tax payers in those areas. There are also parts of the borough that have no parish council.

The table to the right shows the budget for each parish and the level of Council Tax this represents for a property in Band D.

Parish/Town/Village	Total precepts £	Band D £
Billericay Town	319,390	26.01
Bowers Gifford & North Benfleet	26,013	36.00
Great Burstead & South Green	31,016	12.51
Little Burstead	17,710	81.18
Noak Bridge	41,320	41.40
Ramsden Bellhouse	35,437	79.92
Ramsden Crays	14,426	27.00
Shotgate	30,655	23.58
Wickford Town	229,284	23.40

The tables below show Wickford Town Council and Billericay Town Council estimated spending in more detail because their precepts are each more than £140,000.

Wickford Town Council	2023/24 £ 000	2024/25 £ 000
Establishment	91	88
Environment	18	35
Finance & general purposes	55	52
<b>Total expenditure</b>	<b>164</b>	<b>175</b>
Income	(-)	(-)
<b>Net expenditure</b>	<b>164</b>	<b>175</b>
Use of reserves	58	54
Grant from Basildon Council	-	-
<b>Precept requirement</b>	<b>222</b>	<b>229</b>

Billericay Town Council	2023/24 £ 000	2024/25 £ 000
Establishment	140	154
Environment	58	55
Finance & general purposes	118	110
<b>Total expenditure</b>	<b>316</b>	<b>319</b>
Income	(2)	(13)
<b>Net expenditure</b>	<b>314</b>	<b>306</b>
Use of reserves	3	13
Grant from Basildon Council	-	-
<b>Precept requirement</b>	<b>317</b>	<b>319</b>

## Adult Social Care Precept

The Secretary of State made an offer to adult social care authorities. (“Adult social care authorities” are local authorities which have functions under Part I 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.

## More information

### Want to know more about our services?



Write to:  
**Basildon Borough Council**  
**PO Box 4**  
**Basildon**  
**Essex SS14 1BY.**

#### **Council Tax, Council Tax Reduction and Housing Benefit**

Phone: **01268 533333.**

Websites: [www.basildon.gov.uk/counciltax](http://www.basildon.gov.uk/counciltax)  
[www.basildon.gov.uk/benefits](http://www.basildon.gov.uk/benefits)

Visit us at Basildon Borough Council,  
The Basildon Centre, St Martin's Square,  
Basildon, Essex, SS14 1DL.

We are open 9am – 5pm Monday to Friday.

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



Essex County Council

Write to:  
**Essex County Council**  
**Freepost CL3636**  
**Chelmsford CM1 1QH.**

Contact us:  
[www.essex.gov.uk/contact-general-enquiries](http://www.essex.gov.uk/contact-general-enquiries)

Phone:

■ **0345 743 0430**

Our main office is at:  
County Hall, Market Road, Chelmsford CM1 1QH.

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our website.



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