Spending on Chichester District Council Services

A more detailed analysis of Chichester's spending plans for 2011-12 can be found in the Council's budget book at **www.chichester.gov.uk**

Planned Spending

We are spending	2010-11 £m	2011-12 £m
Planning and Economic Development	4.9	4.3
Recreation and Tourism	4.8	4.7
Environmental Health	2.6	2.3
Waste Collection (including street cleaning and public conveniences)	5.7	5.5
Housing	6.6	6.0
Housing and Council Tax Benefits	41.7	43.2
Other Services	7.4	7.2
Total spending	**73.7**	**73.2**
Income (fees and charges etc)	-59.5	-61.2
District Council Requirement	**14.2**	**12.0**
Parish Precepts	2.1	2.2
Budget Requirement (Including Parishes)	**16.3**	**14.2**

Funding the budget		
Government grant	7.3	5.0
Council Tax payers	9.0	9.2
Total funding	**16.3**	**14.2**

Where the money comes from

	2010-11		2011-12		Change	
	£m	£ per resident	£m	£ per resident	£m	%
Government grant	7.3	66	5.0	44	-2.3	-31.2
Council Tax payers	9.0	82	9.2	82	0.2	1.4
Total Budget	**16.3**	**148**	**14.2**	**126**	**-2.1**	**-13.1**
Band D Council Tax						
Including Parishes	£173.89		£174.84			
Excluding Parishes	£133.24		£133.24			

How spending has changed

2010-11 budget	**16.3**
Inflation	0.2
Increased Employers NI and Pension costs	0.6
Impact of new legislation	-2.0
Efficiency Savings	-1.0
Income received from fees and other charges	-0.3
Changes in cost of services	0.3
Parish Precepts	0.1
2011-12 budget	**14.2**

Levies

The District Council's budget includes an Internal Drainage Board levy of £46,972 (£47,890 in 2010/2011).

Parish Council Precepts

Where a Parish Council precept exceeds £140,000, details of their expenditure plans must be published. The following information has been supplied by the relevant Parish Councils:

CHICHESTER CITY COUNCIL

Gross Expenditure Estimate	2010-11 £000	2011-12 £000
Planning	13	13
Recreation and Tourism	468	481
Environmental Health	60	59
Community Wardens	28	28
Other services	38	55
Gross expenditure	**607**	**636**
Income	-90	-110
Precept	**517**	**526**

SELSEY TOWN COUNCIL

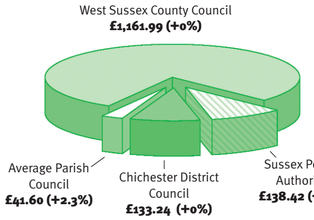
Gross Expenditure Estimate	2010-11 £000	2011-12 £000
Recreation and Tourism	73	73
Property	30	30
Community Wardens	18	18
Other services	220	272
Gross expenditure	**341**	**393**
Income/Reserves	-78	-129
Precept	**263**	**264**

Where the money comes from

As you can see from your bill, the Council Tax is made up of charges from:

- Chichester District Council
- West Sussex County Council
- Sussex Police Authority; plus
- Your parish/town council; (if you have one)

Breakdown of Band D Council Tax 2011-12



Your Council Tax depends on the valuation band of your property. From April 2011 the charges for the 8 bands will be:

	A £	B £	C £	D £	E £	F £	G £	H £
Chichester District	88.83	103.63	118.44	133.24	162.85	192.46	222.07	266.48
West Sussex County Council	774.66	903.77	1,032.88	1,161.99	1,420.21	1,678.43	1,936.65	2,323.98
Sussex Police	92.28	107.66	123.04	138.42	169.18	199.94	230.70	276.84
TOTAL	**955.77**	**1,115.06**	**1,274.36**	**1,433.65**	**1,752.24**	**2,070.83**	**2,389.42**	**2,867.30**

In addition there may also be a Parish Precept charge.

COUNCIL TAX CHARGES BY AREA

Precept 2010-11	Parish	Precept 2011-12	Tax Base	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
£		£	£	£	£	£	£	£	£	£	£
1,800	**APPLEDRAM**	1,800	87.30	969.52	1,131.10	1,292.69	1,454.27	1,777.44	2,100.61	2,423.79	2,908.54
1,664	**BARLAVINGTON**	2,047	51.30	982.38	1,146.10	1,309.84	1,473.56	1,801.02	2,128.48	2,455.94	2,947.12
2,500	**BEPTON**	3,300	140.10	971.47	1,133.38	1,295.29	1,457.20	1,781.02	2,104.85	2,428.67	2,914.40
0	**BIGNOR**	0	65.90	955.77	1,115.06	1,274.36	1,433.65	1,752.24	2,070.83	2,389.42	2,867.30
33,932	**BIRDHAM**	33,782	767.70	985.10	1,149.28	1,313.47	1,477.65	1,806.02	2,134.39	2,462.75	2,955.30
63,850	**BOSHAM**	63,850	1,640.40	981.72	1,145.33	1,308.96	1,472.57	1,799.81	2,127.05	2,454.29	2,945.14
24,000	**BOXGROVE**	25,000	445.10	993.22	1,158.75	1,324.29	1,489.82	1,820.89	2,151.96	2,483.04	2,979.64
16,000	**BURY**	20,000	367.00	992.10	1,157.45	1,322.80	1,488.15	1,818.85	2,149.55	2,480.25	2,976.30
517,020	**CHICHESTER CITY**	526,370	11,104.50	987.37	1,151.93	1,316.49	1,481.05	1,810.17	2,139.30	2,468.42	2,962.10
27,000	**CHIDHAM AND HAMBROOK**	24,000	591.20	982.84	1,146.64	1,310.45	1,474.25	1,801.86	2,129.47	2,457.09	2,948.50
11,800	**COCKING**	13,000	214.20	996.23	1,162.26	1,328.31	1,494.34	1,826.42	2,158.49	2,490.57	2,988.68
11,000	**COMPTON**	11,500	220.20	990.59	1,155.68	1,320.79	1,485.88	1,816.08	2,146.27	2,476.47	2,971.76
22,075	**DONNINGTON**	23,758	892.60	973.52	1,135.76	1,298.02	1,460.27	1,784.78	2,109.28	2,433.79	2,920.54
7,250	**DUNCTON**	7,250	232.20	976.58	1,139.34	1,302.11	1,464.87	1,790.40	2,115.93	2,441.45	2,929.74
7,800	**EARNLEY**	9,950	350.30	974.70	1,137.15	1,299.60	1,462.05	1,786.95	2,111.85	2,436.75	2,924.10
0	**EARTHAM**	0	50.20	955.77	1,115.06	1,274.36	1,433.65	1,752.24	2,070.83	2,389.42	2,867.30
12,500	**EASEBOURNE**	12,500	892.20	965.11	1,125.96	1,286.81	1,447.66	1,769.36	2,091.07	2,412.77	2,895.32
800	**EAST DEAN**	1,840	112.40	966.68	1,127.79	1,288.91	1,450.02	1,772.25	2,094.48	2,416.70	2,900.04
2,000	**EAST LAVINGTON**	3,000	104.00	975.00	1,137.50	1,300.00	1,462.50	1,787.50	2,112.50	2,437.50	2,925.00
91,000	**EAST WITTERING AND BRACKLESHAM**	101,000	2,135.00	987.31	1,151.86	1,316.41	1,480.96	1,810.06	2,139.17	2,468.27	2,961.92
1,520	**EBERNOE**	1,520	132.10	963.44	1,124.01	1,284.59	1,445.16	1,766.31	2,087.46	2,408.60	2,890.32
2,400	**ELSTED AND TREYFORD**	2,400	162.70	965.60	1,126.53	1,287.47	1,448.40	1,770.27	2,092.14	2,414.00	2,896.80
55,740	**FERNHURST**	66,677	1,422.00	987.03	1,151.53	1,316.04	1,480.54	1,809.55	2,138.56	2,467.57	2,961.08
39,587	**FISHBOURNE**	39,387	1,013.70	981.67	1,145.28	1,308.89	1,472.50	1,799.72	2,126.95	2,454.17	2,945.00
16,000	**FITTLEWORTH**	16,500	538.50	976.20	1,138.89	1,301.60	1,464.29	1,789.69	2,115.09	2,440.49	2,928.58
15,000	**FUNTINGTON**	15,000	796.40	968.32	1,129.71	1,291.10	1,452.48	1,775.25	2,098.03	2,420.80	2,904.96
7,500	**GRAFFHAM**	7,500	328.70	970.98	1,132.81	1,294.64	1,456.47	1,780.13	2,103.79	2,427.45	2,912.94
17,696	**HARTING**	17,437	728.40	971.73	1,133.68	1,295.64	1,457.59	1,781.50	2,105.41	2,429.32	2,915.18
3,500	**HEYSHOTT**	3,500	164.40	969.96	1,131.62	1,293.28	1,454.94	1,778.26	2,101.58	2,424.90	2,909.88
29,000	**HUNSTON**	29,000	456.60	998.11	1,164.46	1,330.81	1,497.16	1,829.86	2,162.57	2,495.27	2,994.32
17,500	**KIRDFORD**	23,200	520.30	985.50	1,149.74	1,314.00	1,478.24	1,806.74	2,135.24	2,463.74	2,956.48
19,000	**LAVANT**	19,000	703.20	973.78	1,136.08	1,298.38	1,460.67	1,785.26	2,109.86	2,434.45	2,921.34
0	**LINCH**	0	43.50	955.77	1,115.06	1,274.36	1,433.65	1,752.24	2,070.83	2,389.42	2,867.30
55,825	**LINCHMERE**	55,825	986.00	993.52	1,159.10	1,324.69	1,490.27	1,821.44	2,152.61	2,483.79	2,980.54
10,000	**LODSWORTH**	10,500	384.80	973.96	1,136.29	1,298.62	1,460.94	1,785.59	2,110.25	2,434.90	2,921.88
28,840	**LOXWOOD**	31,340	770.90	982.87	1,146.68	1,310.49	1,474.30	1,801.92	2,129.55	2,457.17	2,948.60
11,000	**LURGASHALL**	13,000	335.90	981.57	1,145.16	1,308.76	1,472.35	1,799.54	2,126.73	2,453.92	2,944.70
0	**MARDEN**	0	54.00	955.77	1,115.06	1,274.36	1,433.65	1,752.24	2,070.83	2,389.42	2,867.30
97,405	**MIDHURST TOWN**	100,543	2,353.70	984.25	1,148.29	1,312.33	1,476.37	1,804.45	2,132.54	2,460.62	2,952.74
24,632	**MILLAND**	25,370	486.30	990.55	1,155.64	1,320.73	1,485.82	1,816.00	2,146.19	2,476.37	2,971.64
30,000	**NORTH MUNDHAM**	30,000	596.80	989.28	1,154.16	1,319.04	1,483.92	1,813.68	2,143.44	2,473.20	2,967.84
30,000	**NORTHCHAPEL**	30,000	345.60	1,013.64	1,182.58	1,351.52	1,520.46	1,858.34	2,196.22	2,534.10	3,040.92
20,650	**OVING**	21,200	417.40	989.63	1,154.56	1,319.51	1,484.44	1,814.32	2,144.19	2,474.07	2,968.88
54,250	**PETWORTH**	54,250	1,364.30	982.28	1,145.98	1,309.70	1,473.41	1,800.84	2,128.26	2,455.69	2,946.82
28,200	**PLAISTOW AND IFOLD**	27,200	1,068.00	972.75	1,134.87	1,297.00	1,459.12	1,783.37	2,107.62	2,431.87	2,918.24
14,845	**ROGATE**	14,324	795.80	967.77	1,129.06	1,290.36	1,451.65	1,774.24	2,096.83	2,419.42	2,903.30
263,332	**SELSEY TOWN**	264,233	4,664.30	993.54	1,159.12	1,324.72	1,490.30	1,821.48	2,152.66	2,483.84	2,980.60
17,945	**SIDLESHAM**	18,840	609.60	976.38	1,139.10	1,301.84	1,464.56	1,790.02	2,115.48	2,440.94	2,929.12
11,025	**SINGLETON**	11,025	273.80	982.62	1,146.38	1,310.16	1,473.92	1,801.46	2,129.00	2,456.54	2,947.84
80,000	**SOUTHBOURNE**	80,000	2,667.20	975.76	1,138.39	1,301.02	1,463.64	1,788.89	2,114.15	2,439.40	2,927.28
16,550	**STEDHAM WITH IPING**	16,550	427.00	981.61	1,145.21	1,308.81	1,472.41	1,799.61	2,126.82	2,454.02	2,944.82
1,000	**STOPHAM**	1,000	51.10	968.82	1,130.28	1,291.76	1,453.22	1,776.16	2,099.10	2,422.04	2,906.44
6,500	**STOUGHTON**	7,000	352.30	969.02	1,130.51	1,292.02	1,453.52	1,776.53	2,099.53	2,422.54	2,907.04
4,136	**SUTTON**	5,153	129.10	982.38	1,146.10	1,309.84	1,473.56	1,801.02	2,128.48	2,455.94	2,947.12
62,000	**TANGMERE**	53,500	1,030.90	990.37	1,155.43	1,320.49	1,485.55	1,815.67	2,145.80	2,475.92	2,971.10
9,550	**TILLINGTON**	9,550	309.80	976.32	1,139.04	1,301.76	1,464.48	1,789.92	2,115.36	2,440.80	2,928.96
1,750	**TROTTON WITH CHITHURST**	1,750	167.60	962.73	1,123.18	1,283.64	1,444.09	1,765.00	2,085.91	2,406.82	2,888.18
0	**UPWALTHAM**	0	14.50	955.77	1,115.06	1,274.36	1,433.65	1,752.24	2,070.83	2,389.42	2,867.30
10,500	**WEST DEAN**	10,500	226.20	986.72	1,151.16	1,315.62	1,480.07	1,808.98	2,137.88	2,466.79	2,960.14
10,900	**WEST ITCHENOR**	10,900	388.80	974.46	1,136.86	1,299.28	1,461.68	1,786.50	2,111.32	2,436.14	2,923.36
1,441	**WEST LAVINGTON**	2,236	165.50	964.78	1,125.57	1,286.37	1,447.16	1,768.75	2,090.34	2,411.94	2,894.32
0	**WEST THORNEY**	0	228.80	955.77	1,115.06	1,274.36	1,433.65	1,752.24	2,070.83	2,389.42	2,867.30
62,111	**WEST WITTERING**	73,684	1,737.00	984.05	1,148.05	1,312.07	1,476.07	1,804.09	2,132.10	2,460.12	2,952.14
56,621	**WESTBOURNE**	56,621	988.40	993.96	1,159.62	1,325.28	1,490.94	1,822.26	2,153.58	2,484.90	2,981.88
7,500	**WESTHAMPNETT**	7,800	282.00	974.21	1,136.57	1,298.95	1,461.31	1,786.05	2,110.78	2,435.52	2,922.62
32,000	**WISBOROUGH GREEN**	33,000	755.10	984.90	1,149.05	1,313.20	1,477.35	1,805.65	2,133.95	2,462.25	2,954.70
3,000	**WOOLBEDING WITH REDFORD**	2,500	92.70	973.75	1,136.04	1,298.33	1,460.62	1,785.20	2,109.79	2,434.37	2,921.24
2,141,942		**2,204,462**	**52,995.50**								

Council Tax

Information 2011-12

Council Tax

Introduction

Council tax is your contribution to local services, including refuse collection and funding for the police and schools. The District Council collects council tax from over 54,000 properties. Council tax levels are decided annually and funds are allocated towards services provided by:-

- West Sussex County Council e.g. education, social services, fire service, libraries etc
- Chichester District Council e.g. housing, planning, environmental health, refuse collections etc
- Sussex Police Authority
- Parish councils e.g. services provided at a very local level.

You can get more information about Chichester District Council spending from Chichesters' Annual Report and Annual Statement of Accounts. Both are available on the Councils' website **www.chichester.gov.uk.**

Council Tax Valuation Bands

Most dwellings are subject to Council Tax. There is one bill per dwelling, whether it is a house, bungalow, flat, maisonette, mobile home or houseboat, and whether it is owned or rented.

Each dwelling is allocated to one of eight bands according to its open market capital value as at **1st April 1991**. The bands are as follows:

Valuation band	Range of values
A	up to and including £40,000
B	£40,001 to £52,000
C	£52,001 to £68,000
D	£68,001 to £88,000
E	£88,001 to £120,000
F	£120,001 to £160,000
G	£160,001 to £320,000
H	more than £320,000

Your bill shows which band applies to your dwelling and this will depend on the valuation band your property falls into. The banding of dwellings is a function of the Valuation Office Agency. To find out how your property has been valued, check your band, what constitutes a "dwelling" or to appeal against your banding, please use the Valuation Office website **www.voa.gov.uk** or telephone **01903 707933**.

Who has to pay Council Tax?

The person liable to pay the bill is normally the person or persons who reside in the dwelling as their main or sole home and who fits the description nearest the top of the following list:-

- residents who have a freehold interest in the property, i.e. owner occupiers
- residents who have a leasehold interest in the property, i.e. lease holders
- residents who are statutory or secure tenants, i.e. rent payers
- residents who have a contractual licence to occupy the property, i.e. occupants of tied cottages
- residents with no legal interest in the property
- non resident owners

People living with a partner are jointly and severally liable, even if only one of them meets the liability rules.

In some circumstances, the owner, rather than the resident is the liable person. Examples would be:-

- properties occupied by more than one household where residents pay separate rent for their own room only
- care homes, nursing homes and night shelters
- religious communities (monasteries and convents)
- properties which are not the owners main home but are occupied by domestic staff
- homes where a minister of religion lives and works
- houses provided to asylum seekers

How can I reduce my Council Tax bill?

A full council tax bill is payable when at least two adults (i.e. people aged 18 and over) live at a property. Although council tax is property based, the charge also reflects the number of adults resident.

Single Person Discount

If only one adult lives in a dwelling (as their main home), the council tax bill can be reduced by a quarter (25%).

Disregards (Status Discounts)

People in the groups listed overleaf will not be counted towards the number of adults resident in the dwelling and will qualify for status discount:-

Disregard Discounts

- full time students, apprentices & youth training trainees.
- people who are permanently resident in hospital, a residential care home or a nursing home to receive personal care or treatment.
- people who are severely mentally impaired.
- people who are resident in certain hostels or night shelters.
- 18 & 19 year olds who are either still at school or have just left school.
- care workers working on a low pay, usually for a charity.
- people providing personal care to someone who is not a spouse, partner or child under 18 and who is also resident with them.
- members of visiting forces and certain international organisations.
- people in prison (except those in prison for the non-payment of Council Tax or a fine).
- members of certain religious communities (monks & nuns).

The Local Government Act 2003 introduced discretionary powers for local authorities in respect of council tax discounts (Section 13A). This gives local authorities more freedom to vary discounts to take into account local problems such as flooding and other natural disasters. Reductions can be applied based on individual cases.

Disabled Persons Relief

If you, or someone who lives with you (adult or child) is disabled and adaptations have been made to your property to meet special needs arising from the disability, you may be entitled to a reduced bill.

Examples of adaptations include:-

- a room, other than a bathroom, kitchen or lavatory, which is used mainly by the disabled person and is required for meeting their needs (e.g. for dialysis equipment) **or**
- an additional bathroom or kitchen which is required to meet the needs of the disabled person **or**
- sufficient floor space inside the dwelling to allow for a wheelchair.

This relief tries to ensure that people with disabilities are not disadvantaged by having to pay more tax because of extra space needed.

If you qualify for disabled persons relief your bill will be reduced to that of a property in the band immediately below the band shown in the valuation list for your property.

Exempt Dwellings

Some dwellings are exempt, including certain properties that are considered occupied. Dwellings may qualify for exemption if they fall into one of the following classes:-

A Unoccupied & substantially unfurnished property which needs or is undergoing major repair or structural alteration (exempt for up to a maximum of 12 months).

B Unoccupied property owned & previously used by a charity (exempt for up to a maximum of 6 months).

C Unoccupied and substantially unfurnished property (exempt for up to a maximum of 6 months).

D Left empty by someone who is detained in prison, hospital or other place of detention.

E Left empty by someone who has moved into a residential home or hospital to receive residential care.

F Unoccupied property, which is awaiting probate or letters of administration to be granted (exemption lasts until probate is granted and for up to 6 months thereafter).

G Empty because occupation of the property is forbidden by law.

H Unoccupied property, which is waiting to be occupied by a minister of religion.

I Left empty where someone has moved into another residence (not a residential home or hospital) to receive personal care.

J Left empty by someone who has moved away to provide personal care for another person.

K Unoccupied property where the owner has left to study elsewhere and no-one other than students lived there.

L Repossessed property.

M Student halls of residence.

N Property occupied only by full-time students.

O Property owned by the Secretary of State for Defence, which is armed forces accommodation.

P Property occupied by visiting forces.

Q Unoccupied property where the person who would normally pay the council tax bill is a bankrupt's or insolvent's trustee.

R Empty caravan pitch or boat mooring.

S Only occupied by a person or persons aged under 18.

T An unoccupied annex that cannot be let separately without a breach of planning control.

U Property occupied solely by people who are severely mentally impaired.

V A property where the person liable is a foreign diplomat.

W An annex occupied by a dependant elderly relative or disabled relative.

Empty properties, second and holiday homes

These are classed and charged as follows:-

- properties which are unoccupied and substantially unfurnished, and which are not exempt, are charged full council tax
- properties, which are furnished and used as second homes including those with restricted use such as chalets, will receive a 10% discount

The discount of 10% is the minimum that can be awarded by law.

Are you entitled?

If you think you may be entitled to a discount, relief or exemption, please contact the council tax section on **01243 534501** or e-mail **counciltax@chichester.gov.uk** and we will send you a form. Alternatively, visit our website at **www.chichester.gov.uk** and follow the links from Council Tax.

If a discount or exemption has already been awarded, the details are shown on your bill. If a discount or exemption is shown on your bill and your circumstances change you **MUST** notify the council tax section.

Please note: the information given in this leaflet is for guidance only. If you require further information or explanation you should contact the council tax section as above or as detailed on page 4

Council Tax Liability and grounds for appeal

There are a number of decisions the Council has to make when deciding whether you are liable to pay council tax and the amount you are due to pay. If you believe these decisions are wrong you are entitled to appeal against them.

You can appeal if:-

- you disagree with our decision that a dwelling is chargeable (i.e. you may believe it should be exempt)
- you disagree with our decision that you are liable to pay council tax on a particular dwelling (i.e. you are not the resident or the owner)
- you disagree with certain aspects of the calculation (e.g. a discount has not been applied or no reduction for disabilities has been given)

If you wish to appeal please write to us quoting the account number on your bill and explain what you disagree with and why.

Making an appeal does not allow you to withhold payment of council tax in the meantime. If your appeal is successful you will be entitled to a refund of any overpaid council tax.

Housing and Council Tax Benefit

We operate both housing and council tax benefit schemes. You can apply for council tax benefit if:-

- you are named as a liable person on the bill and
- you are on a low income

A reduction will be applied to your council tax account if you qualify for council tax benefit. You cannot apply if:-

- you are not liable for the council tax bill
- the property you pay council tax for is not your main home
- you are a full time student (unless you receive Income Support, Jobseeker's Allowance (income-based), Employment Support Allowance (income related), are disabled or have responsibility for a child)

Housing benefit provides people on a low income with assistance towards their housing costs. If you rent your home from either a private landlord or housing association you may qualify for housing benefit to help pay your rent and this can be claimed at the same time as council tax benefit.

HELP US TO PREVENT BENEFIT FRAUD THEY'RE STEALING FROM YOU!

Chichester District Council is committed to the detection and prevention of benefit fraud.

To report any suspected benefit fraud, the anti-fraud team has a totally confidential 24-hour telephone service on:

01243 534590

How is Benefit worked out?

When working out your entitlement we will look at the following:-

- the amount of council tax you have to pay, after any discounts have been deducted, or the amount of rent you are liable to pay
- all the money you and your partner (if you have one), have coming in including earnings, some benefits, tax credits, state retirement pensions, occupational or private pensions
- your circumstances such as your age, the ages and size of your family, whether any of your family is disabled and whether anyone living with you should be contributing to the household
- your savings and investments and those of your partner (if you have one). Savings over £16,000 usually means you will not be eligible. Any savings or investments may affect any benefit entitlement.

Second Adult Rebate

You can claim second adult rebate if you pay council tax and live with someone over 18 who:

- is not paying you rent and
- does not have to pay council tax and
- is not your spouse or partner and
- is on a low income

If you are already entitled to council tax benefit you do not need to claim second adult rebate. The person who is liable to pay the council tax bill must make the application, but it is only the financial details of the second adult or adults that will be used to assess the claim.

To make a claim, please telephone the benefits section on **01243 534509** or e-mail **benefits@chichester.gov.uk** and request an application form.

We will work out your potential entitlement for both council tax benefit and second adult rebate then award whichever is the most beneficial to you.

How to apply

If you **are not** claiming Pension Credit/Income Support/Employment Support Allowance/Income-based Jobseeker's Allowance and would like to claim housing/council tax benefit please telephone the benefits section on **01243 534509** or e-mail **benefits@chichester.gov.uk** and request an application form.

If you **are** claiming Income Support, Jobseeker's Allowance or Employment Support Allowance, please contact Job Centre Plus and make your claim for housing and council tax benefit at the same time. They will forward your details to us.

If you **are** claiming Pension Credit, please visit the Pension Service website for more information.
http://www.direct.gov.uk/en/Pensionsandretirementplanning/PensionCredit/index.htm

If you need help completing the form you can visit our Chichester office at East Pallant House, 1 East Pallant.
We are open Monday to Thursday 8.45am to 5.10pm and Friday 8.45am to 5.00pm.

How can I pay my Council Tax Bill ?

- direct debit – the easiest and cheapest way for your payments to be made and collected. For a direct debit mandate call the Council Tax office on **01243 534501** or download a form from our website - **www.chichester.gov.uk/index.cfm?articleid=3563**
- telephone payments – **01243 534525**
  Please have your debit card (credit cards are not accepted) and council tax account number ready
- web payments
  www.chichester.gov.uk/payabill/paybill.asp
- payment card at Post Offices and outlets displaying the PayPoint facility
- home telephone or internet banking
- by post (cheques only, made payable to Chichester District Council, please ensure your account number is quoted on the reverse of your cheque)

IMPORTANT

Your right to pay by instalments may be withdrawn if any instalment is not received by the date shown on your bill. We may then ask for the full years balance to be paid.

Personal Data

Chichester District Council manages personal data in accordance with the provisions of the Data Protection Act 1998. The Act applies to personal information about living, identifiable, persons.

Council Tax data will be provided to the Audit Commission for data matching purposes in accordance with Section 6 of the Audit Commission Act 1998 as part of the National Fraud Initiative. This data will be used for cross-system and cross-authority comparison for the prevention and detection of fraud. For more information, see the Council's web page on its Data Protection Policy, which provides further guidance on your rights and access to the Audit Commission's National Fraud Initiative web pages, or contact the Revenues Department on **01243 534501**.

We may share information with other departments in the Council or our partners as the law allows and to improve the service to you.

Who to contact if I have a query

For council tax billing enquiries
Telephone **01243 534501**
E-mail **counciltax@chichester.gov.uk**

For accounts with arrears subject to court proceedings
Telephone **01243 534512**
E-mail **revenues@chichester.gov.uk**

For housing and council tax benefit enquiries
Telephone **01243 534509**
E-mail **benefits@chichester.gov.uk**

To make a payment
Telephone **01243 534525**
Web payment **www.chichester.gov.uk/payabill/paybill.asp**

**The office opening hours at East Pallant House:
Monday to Thursday 8.45am to 5.10pm
Friday 8.45 am to 5.00pm**

For questions regarding the financial information provided with your bill, please contact the relevant authority

Chichester District Council
East Pallant House, 1 East Pallant, Chichester, PO19 1TY
Telephone **01243 785166**
E-mail **finance@chichester.gov.uk**
Website **www.chichester.gov.uk**

West Sussex County Council
Technical Section, County Treasurer's Section,
County Hall, Chichester, PO19 1RG
Telephone **01243 642113**
E-mail **county.treasurer@westsussex.gov.uk**
Website **www.westsussex.gov.uk**

Sussex Police Authority
SPA Treasurer's Office,
County Hall, Chichester, PO19 1RG
Telephone **01243 777100**
Website **www.sussexpoliceauthority.gov.uk**