

COUNCIL TAX QUESTIONNAIRE

Please complete and return Form B as soon as possible to assist with arrangements relating to the property.

Please complete and return Form A within 7 days after removal into, within or out of the Diocese of Ripon and Leeds, to the Ripon and Leeds Diocesan Board of Finance at:

**Ripon & Leeds Diocesan Office
St Mary's Street
Leeds LS9 7DP**

Marked for Kath Hinchcliffe, tel: 0113 200 0549

Council Tax Information:

Since 1 April 1993 people and properties have been liable for Council Tax. The amount payable depends upon:

- a) the property valuation band*
- b) the number of people aged 18 or over in each property*
- c) any discount applicable*

For full-time stipendiary clergy however the responsibility for payment rests in most cases with the relevant Diocesan Board of Finance.

The basic Council Tax assumes two adults are in residence. If there is only one qualifying adult, the bill is discounted by 25%. If none qualify, the discount is 50%. There is a system of "disregards" which are listed overleaf. If any person 18 or over qualifies for any of the disregards please enter the appropriate code against the person's name.

Where a property is held vacant pending reoccupation by a minister of religion for the purpose of carrying out his or her duties then the property is exempt from Council Tax charges.

There is a legal requirement to provide certain information to the local authority concerning movement into or out of properties. You will appreciate therefore that it is important that the Board receives full and timely information in order to ensure that Council Tax is correctly calculated. Your cooperation in returning the form will be greatly appreciated so that I can maintain the good will of the Local Authorities.

Any change in circumstances affecting the information should of course be notified to me without delay.

Michael E Lindley (Diocesan Surveyor)

FORM A – ACTUAL REMOVAL DATE – to be completed and returned after your move

G96/2

		NAME & INITIALS
Name of Minister of Religion	1	
Other resident 18 or over	2	
Other resident 18 or over	3	
Other resident 18 or over	4	
New address		
New telephone number		Email:
Date occupied		
Previous address		
Date vacated		
Water Meter reading	<i>If applicable – enter meter reading here:</i>	

FORM B – INTENDED REMOVAL DATE – to be completed and returned as soon as possible

G96/1

		Name:	Removal date:
Present address:			
Future address:			
(New) email address:			New Tel No:

If you think that an adult resident in the property may qualify for one of the following disregards, please indicate adjacent to the name on the questionnaire the appropriate code from the following list:

- CB Person aged 18 or over for whom Child Benefit is still payable.
- HP Person who has their sole or main residence in a hospital
- RH Person who has their sole or main residence in a residential care home, mental nursing home or hostel, and is receiving care.
- MI Person who is severely mentally impaired, where certain types of state pension or benefit are being paid
- PR Person who is usually resident but who is currently detained in prison.
- CW Person is a care worker.
- RC Person who is a member of religious community.
- IH Person who is a member of a dependant of a member of International Headquarters or Defence Organisation.
- NS Person who is resident in a hostel which provides accommodation for person's of no fixed abode.
- AP Person who is an apprentice.
- YT Person who is a Youth Training trainee.
- VF Person who is a member or a dependant of a member of a visiting force.
- SF Person who is a student in further education, undertaking a recognized course (eg A levels, BTEC)
- SN Person who is a student nurse not on a Project 2000 scheme
- ST Person who is a student or student nurse on a Project 2000 scheme
- SL Person under 20 who has left school or college between 30 April and 1 November

Comment/additional information: