

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 1

PART I

FORM AND CONTENTS OF COMMUNITY CHARGE DEMAND NOTICE FORM A

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

Address of property giving rise to charge (if different):

[Reference/Account Numbers (if any)]

You are shown in [name of charging authority's] Community Charges Register as being subject to a Personal Community Charge.
 The Community Charge helps to pay for spending by the local authorities in your area. The rest of their spending is supported by Government Standard Spending Grant; by rates paid by businesses; by other Government grants; and by fees, charges and other income. Standard Spending Grant is calculated on the basis that (subject to the effect of the safety net)* a standard level of service can broadly be provided everywhere in England† for a community charge of [(a)].
 The Community Charge for your area is made up as follows:

[Name of County Council (if any)]
 [Name of precepting authorities (if any) other than the county council, parish council, chairman of parish meeting or charter trustees]
 [Name of charging authority]
 [Name of parish council or parish meeting (if any)]
 [Name of charter trustees (if any)]

Less Government Standard Spending Grant
 Business rates

Charge before adjustment

Your authorities' plans‡ £ per head	Amount for standard level of service £ per head
(b) (b)	(l) (l)
(c) (b) (b)	} (l) .
(d) (e)	(d) (e)
(f)	(m)

**[Less][Plus] contribution [to] [from] safety net
 ***Less low rateable value areas grant
 ***Less Inner London Education grant
 [Less][Plus] other adjustments

PERSONAL COMMUNITY CHARGE FOR 19

(g) (h) (i) (j)
(k)

Charge for [insert period to which demand relates]
 Less your Government transitional relief
 Less your Government rebate
 **Plus penalty or penalties
 **Plus excess benefit to be recovered

AMOUNT PAYABLE BY YOU

(n) (o) (p) (q) (r)

† But see explanatory note on Government Standard Spending Grant.
 ‡ Your authorities' plans are shown after deducting other Government grants estimated at £[(s)] per head, and fees, charges and other income estimated at £[(t)] per head.

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PAYMENT INSTRUCTIONS

[Insert the instalments or other payments required to be made under the notice and details of how those payments may be made and, if applicable, details of any discount available or credits brought forward.]

EXPLANATORY NOTES

THE COMMUNITY CHARGE replaces domestic rates, ie rates on houses, flats and other living accommodation. There are three types of charge:

- the personal community charge which most adults have to pay
- the standard community charge which people with more than one home may have to pay
- the collective community charge paid by landlords of buildings with mostly short-term residents who are difficult to register in the normal way.

[NAME OF AUTHORITY] is the authority (known as the charging authority) which has the job of collecting community charges on behalf of itself and the other authorities in your area.

YOUR AUTHORITIES' PLANS: The spending plans for each of the local authorities in your area are shown separately on your bill so that you can see how they affect the level of your community charge and how they compare with the amounts for a standard level of service (see next note). More detailed information can be found in the information accompanying this bill.

STANDARD LEVEL OF SERVICE: These amounts are the Government's view, for the purposes of sharing out Government Standard Spending Grant (see next note), of the appropriate level of spending for the authorities in your area to enable them to provide broadly a standard level of service, taking into account the particular circumstances of the area. The standard level of service is determined by reference to the total level of revenue spending the Government thinks appropriate for all local authorities in England. Local authorities and other spending bodies are free to provide a different level of service and may vary in their efficiency.

GOVERNMENT STANDARD SPENDING GRANT: The amount of Standard Spending Grant (otherwise known as Revenue Support Grant) for each area is calculated on the basis that (subject to the effect of the safety net) a standard level of service can broadly be provided everywhere in England for the same community charge - this year [(a)]. But as regards the City of London there are special arrangements in relation to business rate income to enable this to happen.

BUSINESS RATES: These are rates charged on properties other than domestic property. The business rate poundage is the same for all non-domestic ratepayers except that it may be different in the City of London. It is set annually by the Government and cannot rise by more than the rate of inflation. Business rate payments go into a central pool managed by the Department of the Environment. Each charging authority gets from that pool a sum proportional to the number of community chargepayers in its area.

OTHER GOVERNMENT GRANTS: The Government also provides specific grants to local authorities to help with particular kinds of spending, for example on housing, police services, grants to students, in-service teacher training and social services training. The bill mentions the amounts of the specific grants estimated to be received by the local authorities in your area. Your authorities' plans are shown less the amounts of these Government grants; and of fees, charges and other income which they estimate they will receive (on which see next note).

FEES, CHARGES AND OTHER INCOME: Your authorities raise income by imposing fees or charges for the use of their services and receive other income such as interest on investments.

***** THE SAFETY NET: In the first year only of the new system (1990-91) an area safety net will protect areas in which the community charge (on the Government's assumption about spending) would otherwise be more than £25 higher than the average rate bill per adult in 1989-90 (plus an allowance for inflation). This protection is paid for by chargepayers in areas which would otherwise have charges lower than the average rate bill per adult. If your area is shown as receiving a contribution from the safety net, it is getting this protection; if it is shown as contributing to the safety net it is helping to provide the protection for other areas.

Protection will be phased out over the following three years (1991-92 to 1993-94). If your area receives protection in this period, it will be paid for by the Government. Areas which contributed to the safety net in the first year (1990-91) will not make any contribution after 1990-91. This means that, for many areas, the full community charge will be in place in 1991-92. By 1994-95 the full community charge will be in place in all areas, except those receiving special Government grant because they have taken over the education service from ILEA.

**** [Name of authority] also receives grant temporarily from the Government since it is in an area in which average rateable values of domestic property were very low. This grant will be phased out together with the safety net.

**** [Name of authority] also receives extra grant temporarily from the Government to help with the cost of providing an education service following the abolition of the Inner London Education Authority.

ADJUSTMENTS: The main adjustments are to take into account your charging authority's estimate of

- any shortfall arising from the authority being unable to collect all the community charges due from the people on the community charges register;
- income from standard community charges;

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– changes in income due to movement of people on and off the community charges register.

TRANSITIONAL RELIEF: Personal community chargepayers in some properties may be entitled to relief in the first three years following the changeover from rates to the community charge. Relief is calculated by reference to the difference between an assumed rate bill for 1989–90 and the community charge which your authority would set if authorities in the area were spending in 1990–91 in line with assumptions made by the Government. Extra help is available for elderly and disabled persons if they and their partners (if any) did not formerly pay rates or rent. For further details about transitional relief ask your charging authority: the address and telephone number are included with this bill.

REBATES: People on low incomes are entitled to community charge benefit of up to 80% to help pay the personal community charge. People on income support receive an amount in their income support to help them pay the remaining 20%. Further details on rebates and on how to apply can be got from the charging authority at the address and telephone numbers included with this bill. If you think that you may qualify, but have not yet applied, it is important that you should do so immediately. These rebates are paid for largely by the Government.

******* PENALTY:** If an amount is shown in respect of a penalty or penalties being recovered under the bill and you have not previously been informed of the ground on which it has or they have been imposed, further particulars will be found in the information accompanying the bill.

******* DISCOUNTS:** Your charging authority may be giving discounts for prompt, lump sum payments, or if you choose particular payment methods to keep down the authority's collection costs. Look at the payment details enclosed with your bill to see if there is a scheme you can use.

STUDENTS pay 1/5 of the personal community charge for the period during which they are undertaking a full-time course of education. Students are not eligible for community charge benefit in respect of such a period but may be eligible for transitional relief. Students who are entitled to transitional relief will receive 1/5 of the relief they would have received if they had been paying the full community charge.

RATE-INCLUSIVE RENTS: A booklet called "You and the Community Charge—Rents" has been issued by the Department of the Environment. It explains the position of tenants whose rates were not paid separately but were included in their rent. The booklet can be obtained from the Department of the Environment, Room N6/20, 2 Marsham Street, London, SW1P 3EB.

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 - ** This line may be omitted if inapplicable.
 - *** This line is to be omitted if inapplicable.
 - **** This note is to be omitted if inapplicable.
 - ***** This note may be omitted if inapplicable.
 - (a) Insert the amount described in paragraph 1 of Part II of Schedule 1 rounded to the nearest pound.
 - (b) Insert the amounts calculated under paragraph 2(2) of Part II of Schedule 1 for appropriate precepting authorities against the names of the authorities concerned as indicated.
 - (c) Insert the amount calculated under paragraph 2(1) of Part II of Schedule 1.
 - (d) Insert the amount calculated under paragraph 3 of Part II of Schedule 1.
 - (e) Insert the amount calculated under paragraph 4 of Part II of Schedule 1.
 - (f) Insert the amount calculated under paragraph 5 of Part II of Schedule 1.
 - (g) Insert the amount calculated under paragraph 6 of Part II of Schedule 1.
 - (h) Insert the amount calculated under paragraph 7 of Part II of Schedule 1.
 - (i) Insert the amount calculated under paragraph 8 of Part II of Schedule 1.
 - (j) Insert the amount calculated under paragraph 9 of Part II of Schedule 1.
 - (k) Insert the amount described in paragraph 10 of Part II of Schedule 1.
 - (l) Insert the amounts described in paragraph 11 of Part II of Schedule 1 for the charging authority and appropriate precepting authorities against the names of the authorities concerned as indicated.
 - (m) Insert the amount described in paragraph 1 of Part II of Schedule 1.
 - (n) Insert the amount described in paragraph 12 of Part II of Schedule 1.
 - (o) Insert the amount described in paragraph 13 of Part II of Schedule 1.
 - (p) Insert the amount described in paragraph 14 of Part II of Schedule 1.
 - (q) Insert the amount of any penalty or penalties being recovered under the notice.
 - (r) Insert the amount described in paragraph 15 of Part II of Schedule 1.
 - (s) Insert the amount calculated under paragraph 16 of Part II of Schedule 1.
 - (t) Insert the amount calculated under paragraph 17 of Part II of Schedule 1.

FORM B

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COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

Address of property giving rise to charge (if different):

[Reference/Account Numbers (if any)]

You are shown in [name of charging authority's] Community Charges Register as being subject to a Personal Community Charge.

The Community Charge helps to pay for spending by the local authorities in your area. The rest of their spending is supported by Government Standard Spending Grant; by rates paid by businesses; by other Government grants; and by fees, charges and other income. Standard Spending Grant is calculated on the basis that (subject to the effect of the safety net)* a standard level of service can broadly be provided everywhere in England† for a community charge of [(a)].

The Community Charge for your area is made up as follows:

[Name of County Council (if any)]
 [Name of precepting authorities (if any) other than the county council, parish council, chairman of parish meeting or charter trustees]
 [Name of charging authority]
 [Name of parish council or parish meeting (if any)]
 [Name of charter trustees (if any)]

Less Government Standard Spending Grant
 Business rates

Charge before adjustment

Your authorities' plans‡ £ per head	Amount for standard level of service £ per head
(b)	(l)
(b)	(l)
(c)	} (l)
(b)	} (l)
(b)	} (l)
(d)	(d)
(e)	(e)
(f)	(m)

**[Less][Plus] contribution [to] [from] safety net
 ***Less low rateable value areas grant
 ***Less Inner London Education grant
 [Less][Plus] other adjustments

PERSONAL COMMUNITY CHARGE FOR 19

(g)
(h)
(i)
(j)
(k)

Charge at student rate for [insert period to which demand at that rate relates]
 **Charge at full rate for [insert period to which demand at that rate relates]
 Less your Government transitional relief
 Less your Government rebate
 **Plus penalty or penalties
 **Plus excess benefit to be recovered

AMOUNT PAYABLE BY YOU

(n)
(o)
(p)
(q)
(r)
(s)

† But see explanatory note on Government Standard Spending Grant.
 ‡ Your authorities' plans are shown after deducting other Government grants estimated at £[(t)] per head, and fees, charges and other income estimated at £[(u)] per head.

PAYMENT INSTRUCTIONS

[Insert the instalments or other payments required to be made under the notice and details of how those payments may be made and, if applicable, details of any discount available or credits brought forward.]

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EXPLANATORY NOTES

THE COMMUNITY CHARGE replaces domestic rates, ie rates on houses, flats and other living accommodation. There are three types of charge:

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[NAME OF AUTHORITY] is the authority (known as the charging authority) which has the job of collecting community charges on behalf of itself and the other authorities in your area.

YOUR AUTHORITIES' PLANS: The spending plans for each of the local authorities in your area are shown separately on your bill so that you can see how they affect the level of your community charge and how they compare with the amounts for a standard level of service (see next note). More detailed information can be found in the information accompanying this bill.

STANDARD LEVEL OF SERVICE: These amounts are the Government's view, for the purposes of sharing out Government Standard Spending Grant (see next note), of the appropriate level of spending for the authorities in your area to enable them to provide broadly a standard level of service, taking into account the particular circumstances of the area. The standard level of service is determined by reference to the total level of revenue spending the Government thinks appropriate for all local authorities in England. Local authorities and other spending bodies are free to provide a different level of service and may vary in their efficiency.

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BUSINESS RATES: These are rates charge on properties other than domestic property. The business rate poundage is the same for all non-domestic ratepayers except that it may be different in the City of London. It is set annually by the Government and cannot rise by more than the rate of inflation. Business rate payments go into a central pool managed by the Department of the Environment. Each charging authority gets from the pool a sum proportional to the number of community chargepayers in its area.

OTHER GOVERNMENT GRANTS: The Government also provides specific grants to local authorities to help with particular kinds of spending, for example on housing, police services, grants to students, in-service teacher training and social services training. The bill mentions the amounts of the specific grants estimated to be received by the local authorities in your area. Your authorities' plans are shown less the amounts of these Government grants; and of fees, charges and other income which they estimate they will receive (on which see next note).

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**** **THE SAFETY NET:** In the first year only of the new system (1990-91) an area safety net will protect areas in which the community charge (on the Government's assumption about spending) would otherwise be more than £25 higher than the average rate bill per adult in 1989-90 (plus an allowance for inflation). This protection is paid for by chargepayers in areas which would otherwise have charges lower than the average rate bill per adult. If your area is shown as receiving a contribution from the safety net, it is getting this protection; if it is shown as contributing to the safety net it is helping to provide the protection for other areas.

Protection will be phased out over the following three years (1991-92 to 1993-94). If your area receives protection in this period, it will be paid for by the Government. Areas which contributed to the safety net in the first year (1990-91) will not make any contribution after 1990-91. This means that, for many areas, the full community charge will be in place in 1991-92. By 1994-95 the full community charge will be in place in all areas, except those receiving special Government grant because they have taken over the education service from ILEA.

**** [Name of authority] also receives grant temporarily from the Government since it is in an area in which average rateable values of domestic property were very low. This grant will be phased out together with the safety net.

**** [Name of authority] also receives extra grant temporarily from the Government to help with the cost of providing an education service following the abolition of the Inner London Education Authority.

ADJUSTMENTS: The main adjustments are to take into account your charging authority's estimate of

- any shortfall arising from the authority being unable to collect all the community charges due from the people on the community charges register;
- income from standard community charges;
- changes in income due to movement of people on and off the community charges register.

TRANSITIONAL RELIEF: Personal community chargepayers in some properties may be entitled to relief in the first three years following the changeover from rates to the community charge. Relief is calculated by

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reference to the difference between an assumed rate bill for 1989–90 and the community charge which your authority would set if authorities in the area were spending in 1990–91 in line with assumptions made by the Government. Extra help is available for elderly and disabled persons if they and their partners (if any) did not formerly pay rates or rent. For further details about transitional relief ask your charging authority: the address and telephone number are included with this bill.

REBATES: People on low incomes are entitled to community charge benefit of up to 80% to help pay the personal community charge. People on income support receive an amount in their income support to help them pay the remaining 20%. Further details on rebates and on how to apply can be got from the charging authority at the address and telephone numbers included with this bill. If you think that you may qualify, but have not yet applied, it is important that you should do so immediately. These rebates are paid for largely by the Government.

******* PENALTY:** If an amount is shown in respect of a penalty or penalties being recovered under the bill and you have not previously been informed of the ground on which it has or they have been imposed, further particulars will be found in the information accompanying the bill.

******* DISCOUNTS:** Your charging authority may be giving discounts for prompt, lump sum payments, or if you choose particular payment methods to keep down the authority's collection costs. Look at the payment details enclosed with your bill to see if there is a scheme you can use.

STUDENTS pay 1/5 of the personal community charge for the period during which they are undertaking a full-time course of education. Students are not eligible for community charge benefit in respect of such a period but may be eligible for transitional relief. Students who are entitled to transitional relief will receive 1/5 of the relief they would have received if they had been paying the full community charge.

RATE-INCLUSIVE RENTS: A booklet called "You and the Community Charge – Rents" has been issued by the Department of the Environment. It explains the position of tenants whose rates were not paid separately but were included in their rent. The booklet can be obtained from the Department of the Environment, Room N6/20, 2 Marsham Street, London, SW1P 3EB.

* The words in parentheses may be omitted if inapplicable.

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(a) Insert the amount described in paragraph 1 of Part II of Schedule 1 rounded to the nearest pound.

(b) Insert the amounts calculated under paragraph 2(2) of Part II of Schedule 1 for appropriate precepting authorities against the names of the authorities concerned as indicated.

(c) Insert the amount calculated under paragraph 2(1) of Part II of Schedule 1.

(d) Insert the amount calculated under paragraph 3 of Part II of Schedule 1.

(e) Insert the amount calculated under paragraph 4 of Part II of Schedule 1.

(f) Insert the amount calculated under paragraph 5 of Part II of Schedule 1.

(g) Insert the amount calculated under paragraph 6 of Part II of Schedule 1.

(h) Insert the amount calculated under paragraph 7 of Part II of Schedule 1.

(i) Insert the amount calculated under paragraph 8 of Part II of Schedule 1.

(j) Insert the amount calculated under paragraph 9 of Part II of Schedule 1.

(k) Insert the amount described in paragraph 10 of Part II of Schedule 1.

(l) Insert the amounts described in paragraph 11 of Part II of Schedule 1 for the charging authority and appropriate precepting authorities against the names of the authorities concerned as indicated.

(m) Insert the amount described in paragraph 1 of Part II of Schedule 1.

(n) Insert such of the amount described in paragraph 12 of Part II of Schedule 1 as is attributable to days when section 13(6) of the Act applies or when it is assumed that that provision applies or will apply.

(o) Insert such of the amount described in paragraph 12 of Part II of Schedule 1 as is attributable to days when section 13(5) of the Act applies or when it is assumed that that provision applies or will apply.

(p) Insert the amount described in paragraph 13 of Part II of Schedule 1.

(q) Insert the amount described in paragraph 14 of Part II of Schedule 1.

(r) Insert the amount of any penalty or penalties being recovered under the notice.

(s) Insert the amount described under paragraph 15 of Part II of Schedule 1.

(t) Insert the amount calculated under paragraph 16 of Part II of Schedule 1.

(u) Insert the amount calculated under paragraph 17 of Part II of Schedule 1.

FORM C

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COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

Address of property giving rise to charge (if different):

[Reference/Account Numbers (if any)]

You are shown in [name of charging authority's] Community Charges Register as being subject to a Standard Community Charge.
 The Community Charge helps to pay for spending by local authorities in your area. The rest of their spending is supported by Government Standard Spending Grant; by rates paid by businesses; by other Government grants; and by fees, charges and other income. Standard Spending Grant is calculated on the basis that (subject to the effect of the safety net)* a standard level of service can broadly be provided everywhere in England† for a community charge of [(a)].
 The Community Charge for your area is made up as follows:

	Your authorities' plans‡	Amount for standard level of service
	£ per head	£ per head
[Name of County Council (if any)]	(b)	(l)
[Name of precepting authorities (if any) other than the county council, parish council, chairman of parish meeting or charter trustees]	(b)	(l)
[Name of charging authority]	(c)	} (l)
[Name of parish council or parish meeting (if any)]	(b)	
[Name of charter trustees (if any)]	(b)	
Less Government Standard Spending Grant	(d)	(d)
Business rates	(e)	(e)
Charge before adjustment	(f)	(m)

**[Less][Plus] contribution [to] [from] safety net
 ***Less low rateable value areas grant
 ***Less Inner London Education grant
 [Less][Plus] other adjustments

(g)
(h)
(i)
(j)
(k)

PERSONAL COMMUNITY CHARGE FOR 19

[Insert:

- (a) a reference identifying the class or classes set out in the "standard community charge classes" note in the explanatory notes below which is one or are ones by reference to which the amount payable under the notice is calculated and the periods during which the property fell or is assumed to fall within those classes;
- (b) the multiplier or multipliers applicable to the class or classes;
- (c) the daily rate of standard community charge applicable to the class or classes;
- (d) the amount payable by the chargepayer in respect of the standard community charge for the period for which the demand notice has been issued;
- (e) any penalty or penalties being recovered under the notice.]

† But see explanatory note on Government Standard Spending Grant.

‡ Your authorities' plans are shown after deducting other Government grants estimated at £[(n)] per head, and fees, charges and other income estimated at £[(o)] per head.

[Insert the instalments or other payments required to be made under the notice and details of how those payments may be made and, if applicable, details of any discount available or credits brought forward. Where co-owners are jointly subject to the charge concerned insert also a statement of the effect of regulation 3(1)(b) of the Community Charges (Co-owners) Regulations 1990.]

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EXPLANATORY NOTES

THE COMMUNITY CHARGE replaces domestic rates, ie rates on houses, flats and other living accommodation. There are three types of charge:

- the personal community charge which most adults have to pay
- the standard community charge which people with more than one home may have to pay
- the collective community charge paid by landlords of buildings with mostly short-term residents who are difficult to register in the normal way.

[NAME OF AUTHORITY] is the authority (known as the charging authority) which has the job of collecting community charges on behalf of itself and the other authorities in your area.

YOUR AUTHORITIES' PLANS: The spending plans for each of the local authorities in your area are shown separately on your bill so that you can see how they affect the level of your community charge and how they compare with the amounts for a standard level of service (see next note). More detailed information can be found in the information accompanying this bill.

STANDARD LEVEL OF SERVICE: These amounts are the Government's view, for the purposes of sharing out Government Standard Spending Grant (see next note), of the appropriate level of spending for the authorities in your area to enable them to provide broadly a standard level of service, taking into account the particular circumstances of the area. The standard level of service is determined by reference to the total level of revenue spending the Government thinks appropriate for all local authorities in England. Local authorities and other spending bodies are free to provide a different level of service and may vary in their efficiency.

GOVERNMENT STANDARD SPENDING GRANT: The amount of Standard Spending Grant (otherwise known as Revenue Support Grant) for each area is calculated on the basis that (subject to the effect of the safety net) a standard level of service can broadly be provided everywhere in England for the same community charge - this year [(a)]. But as regards the City of London there are special arrangements in relation to business rate income to enable this to happen.

BUSINESS RATES: These are rates charged on properties other than domestic property. The business rate poundage is the same for all non-domestic ratepayers except that it may be different in the City of London. It is set annually by the Government and cannot rise by more than the rate of inflation. Business rate payments go into a central pool managed by the Department of the Environment. Each charging authority gets from that pool a sum proportional to the number of community chargepayers in its area.

OTHER GOVERNMENT GRANTS: The Government also provides specific grants to local authorities to help with particular kinds of spending, for example on housing, police services, grants to students, in-service teacher training and social services training. The bill mentions the amounts of the specific grants estimated to be received by the local authorities in your area. Your authorities' plans are shown less the amounts of these Government grants; and of fees, charges and other income which they estimate they will receive (on which see next note).

FEES, CHARGES AND OTHER INCOME: Your authorities raise income by imposing fees or charges for the use of their services and receive other income such as interest on investments.

***** THE SAFETY NET: In the first year only of the new system (1990-91) an area safety net will protect areas in which the community charge (on the Government's assumption about spending) would otherwise be more than £25 higher than the average rate bill per adult in 1989-90 (plus an allowance for inflation). This protection is paid for by chargepayers in areas which would otherwise have charges lower than the average rate bill per adult. If your area is shown as receiving a contribution from the safety net, it is getting this protection; if it is shown as contributing to the safety net it is helping to provide the protection for other areas.

Protection will be phased out over the following three years (1991-92 to 1993-94). If your area receives protection in this period, it will be paid for by the Government. Areas which contributed to the safety net in the first year (1990-91) will not make any contribution after 1990-91. This means that, for many areas, the full community charge will be in place in 1991-92. By 1994-95 the full community charge will be in place in all areas, except those receiving special Government grant because they have taken over the education service from ILEA.

**** [Name of authority] also receives grant temporarily from the Government since it is in an area in which average rateable values of domestic property were very low. This grant will be phased out together with the safety net.

**** [Name of authority] also receives extra grant temporarily from the Government to help with the cost of providing an education service following the abolition of the Inner London Education Authority.

ADJUSTMENTS: The main adjustments are to take into account your charging authority's estimate of

- any shortfall arising from the authority's being unable to collect all the community charges due from the people on the community charges register;
- income from standard community charges;
- changes in income due to movement of people on and off the community charges register.

***** PENALTY: If an amount is shown in respect of a penalty or penalties being recovered under the bill

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and you have not previously been informed of the ground on which it has or they have been imposed, further particulars will be found in the information accompanying the bill.

***** DISCOUNTS: Your charging authority may be giving discounts for prompt, lump sum payments, or if you choose particular payment methods to keep down the authority's collection costs. Look at the payment details enclosed with your bill to see if there is a scheme you can use.

***** STANDARD COMMUNITY CHARGE CLASSES: The classes of property specified by your charging authority for the purposes of their standard community charges, and the multipliers applicable to them, are as follows: [Insert here a description of all the classes specified by the charging authority under section 40(3) of the Act and the multipliers applicable to them.]

***** STANDARD COMMUNITY CHARGE CLASSES: The class[es] of property specified by your charging authority for the purposes of their standard community charges which [is the one] [are the ones] by reference to which the amount payable under the bill is calculated and the multiplier[s] applicable to [it][them] [is][are] as follows: [Insert here the class specified under section 40(3) of the Act which is the one, or the classes so specified which are the ones (as the case may be), by reference to which the amount payable under the notice is calculated, together with the appropriate multiplier for it or them.]

RATE-INCLUSIVE RENTS: A booklet called "You and the Community Charge – Rents" has been issued by the Department of the Environment. It explains the position of tenants whose rates were not paid separately but were included in their rent. The booklet can be obtained from the Department of the Environment, Room N6/20, 2 Marsham Street, London, SW1P 3EB.

-
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 - **** This note is to be omitted if inapplicable.
 - ***** This note may be omitted if inapplicable.
 - ***** Use one of these notes on standard community charge classes.
 - (a) Insert the amount described in paragraph 1 of Part II of Schedule 1 rounded to the nearest pound.
 - (b) Insert the amounts calculated under paragraph 2(2) of Part II of Schedule 1 for appropriate precepting authorities against the names of the authorities concerned as indicated.
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 - (e) Insert the amount calculated under paragraph 4 of Part II of Schedule 1.
 - (f) Insert the amount calculated under paragraph 5 of Part II of Schedule 1.
 - (g) Insert the amount calculated under paragraph 6 of Part II of Schedule 1.
 - (h) Insert the amount calculated under paragraph 7 of Part II of Schedule 1.
 - (i) Insert the amount calculated under paragraph 8 of Part II of Schedule 1.
 - (j) Insert the amount calculated under paragraph 9 of Part II of Schedule 1.
 - (k) Insert the amount described in paragraph 10 of Part II of Schedule 1.
 - (l) Insert the amounts described in paragraph 11 of Part II of Schedule 1 for the charging authority and appropriate precepting authorities against the names of the authorities concerned as indicated.
 - (m) Insert the amount described in paragraph 1 of Part II of Schedule 1.
 - (n) Insert the amount calculated under paragraph 16 of Part II of Schedule 1.
 - (o) Insert the amount calculated under paragraph 17 of Part II of Schedule 1.

FORM D

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COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

Address of property giving rise to charge (if different):

[Reference/Account Numbers (if any)]

You are shown in [name of charging authority's] Community Charges Register as being subject to a Collective Community Charge.

The Community Charge helps to pay for spending by the local authorities in your area. The rest of their spending is supported by Government Standard Spending Grant; by rates paid by businesses; by other Government grants; and by fees, charges and other income. Standard Spending Grant is calculated on the basis that (subject to the effect of the safety net)* a standard level of service can broadly be provided everywhere in England† for a community charge of [(a)].

The Community Charge for your area is made up as follows:

	Your authorities' plans‡	Amount for standard level of service
	£ per head	£ per head
[Name of County Council (if any)]	(b)	(l)
[Name of precepting authorities (if any) other than the county council, parish council, chairman of parish meeting or charter trustees]	(b)	(l)
[Name of charging authority]	(c)	} (l)
[Name of parish council or parish meeting (if any)]	(b)	
[Name of charter trustees (if any)]	(b)	
Less Government Standard Spending Grant	(d)	(d)
Business rates	(e)	(e)
Charge before adjustment	(f)	(m)

**[Less][Plus] contribution [to] [from] safety net

**Less low rateable value areas grant

**Less Inner London Education grant

[Less][Plus] other adjustments

PERSONAL COMMUNITY CHARGE FOR 19

(g)
(h)
(i)
(j)
(k)

Daily amount payable by collective charge contributor

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† But see explanatory note on Government Standard Spending Grant.
 ‡ Your authorities' plans are shown after deducting other Government grants estimated at £[(n)] per head, and fees, charges and other income estimated at £[(o)] per head.

[Insert a description of the effect of paragraphs 2 and 3 of Schedule 2 to the Community Charges (Administration and Enforcement) Regulations 1989 as regards the requirement for returns and payments in the case in question and, if applicable, details of any discounts available or credits brought forward. Where co-owners are jointly subject to the charge concerned insert also a statement of the effect of regulation 3(1)(b) and (j) of the Community Charges (Co-owners) Regulations 1990.]

EXPLANATORY NOTES

THE COMMUNITY CHARGE replaces domestic rates, ie rates on houses, flats and other living accommodation. There are three types of charge:

- the personal community charge which most adults have to pay
- the standard community charge which people with more than one home may have to pay

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– the collective community charge paid by landlords of buildings with mostly short-term residents who are difficult to register in the normal way.

[NAME OF AUTHORITY] is the authority (known as the charging authority) which has the job of collecting community charges on behalf of itself and the other authorities in your area.

YOUR AUTHORITIES' PLANS: The spending plans for each of the local authorities in your area are shown separately on your bill so that you can see how they affect the level of your community charge and how they compare with the amounts for a standard level of service (see next note). More detailed information can be found in the information accompanying this bill.

STANDARD LEVEL OF SERVICE: These amounts are the Government's view, for the purposes of sharing out Government Standard Spending Grant (see next note), of the appropriate level of spending for the authorities in your area to enable them to provide broadly a standard level of service, taking into account the particular circumstances of the area. The standard level of service is determined by reference to the total level of revenue spending the Government thinks appropriate for all local authorities in England. Local authorities and other spending bodies are free to provide a different level of service and may vary in their efficiency.

GOVERNMENT STANDARD SPENDING GRANT: The amount of Standard Spending Grant (otherwise known as Revenue Support Grant) for each area is calculated on the basis that (subject to the effect of the safety net) a standard level of service can broadly be provided everywhere in England for the same community charge – this year [(a)]. But as regards the City of London there are special arrangements in relation to business rate income to enable this to happen.

BUSINESS RATES: These are rates charged on properties other than domestic property. The business rate poundage is the same for all non-domestic ratepayers except that it may be different in the City of London. It is set annually by the Government and cannot rise by more than the rate of inflation. Business rate payments go into a central pool managed by the Department of the Environment. Each charging authority gets from that pool a sum proportional to the number of community chargepayers in its area.

OTHER GOVERNMENT GRANTS: The Government also provides specific grants to local authorities to help with particular kinds of spending, for example on housing, police services, grants to students, in-service teacher training and social services training. The bill mentions the amounts of the specific grants estimated to be received by the local authorities in your area. Your authorities' plans are shown less the amounts of these Government grants; and of fees, charges and other income which they estimate they will receive (on which see next note).

FEES, CHARGES AND OTHER INCOME: Your authorities raise income by imposing fees or charges for the use of their services and receive other income such as interest on investments.

**** **THE SAFETY NET:** In the first year only of the new system (1990–91) an area safety net will protect areas in which the community charge (on the Government's assumption about spending) would otherwise be more than £25 higher than the average rate bill per adult in 1989–90 (plus an allowance for inflation). This protection is paid for by chargepayers in areas which would otherwise have charges lower than the average rate bill per adult. If your area is shown as receiving a contribution from the safety net, it is getting this protection; if it is shown as contributing to the safety net it is helping to provide the protection for other areas.

Protection will be phased out over the following three years (1991–92 to 1993–94). If your area receives protection in this period, it will be paid for by the Government. Areas which contributed to the safety net in the first year (1990–91) will not make any contribution after 1990–91. This means that, for many areas, the full community charge will be in place in 1991–92. By 1994–95 the full community charge will be in place in all areas, except those receiving special Government grant because they have taken over the education service from ILEA.

**** [Name of authority] also receives grant temporarily from the Government since it is in an area in which average rateable values of domestic property were very low. This grant will be phased out together with the safety net.

**** [Name of authority] also receives extra grant temporarily from the Government to help with the cost of providing an education service following the abolition of the Inner London Education Authority.

ADJUSTMENTS: The main adjustments are to take into account your charging authority's estimate of

- any shortfall from the authority being unable to collect all the community charges due from the people on the community charges register;
- income from standard community charges;
- changes in income due to movement of people on and off the community charges register.

**** **DISCOUNTS:** Your charging authority may be giving discounts if you choose particular payment methods to keep down the authority's collection costs. Look at the payment details enclosed with your bill to see if there is a scheme you can use.

COLLECTIVE COMMUNITY CHARGE CONTRIBUTIONS: The daily rate payable by your residents is calculated by dividing the personal community charge by the number of days in the financial year.

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