



CITY OF LONDON CORPORATION

**COUNCIL TAX AND BUSINESS RATES
BOOKLET 2018/19**

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INTRODUCTION

The City of London Corporation is the governing body of the Square Mile dedicated to a vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK. The Corporate Plan for 2018 – 2023 has three strategic aims: –

- To contribute to a flourishing society
- To support a thriving economy
- To shape outstanding environments

The City Corporation is a unique organisation with a diverse range of roles and responsibilities. In addition to the functions of a local and police authority, a range of specialist services are provided for the business City and to its residents, workers and visitors. Many of the City Corporation's services are of wider regional and national importance and directly affect people outside of the City including flagship cultural organisations such as the Barbican Centre and the Guildhall School of Music & Drama. The City Corporation also manages and protects almost 11,000 acres of open space outside of the City, owns and operates three premier wholesale food markets, and runs the nation's Central Criminal Court at the Old Bailey.

Recognising that the Square Mile cannot work in isolation, the Corporation is committed to working in partnership to improve the quality of life, and increase the capacity, of the wider London community. This work ranges from encouraging corporate responsibility in City firms to assisting in education, promoting employability, jobs and growth. The City Corporation also runs London's largest grant-giving charity, The City Bridge Trust, committed to combating social exclusion and disadvantage across the whole of London.

The Corporation plays a leading role in supporting and promoting the City as the world leader in international finance and business services and in promoting the interests of the financial services sector in the City and the UK. This work ranges from providing essential infrastructure maintenance to strategic economic development and a dedicated police force for the Square Mile, the national lead force for economic crime.

City Corporation Funds

The City Fund covers the City Corporation's activities in its capacity as a local authority, police authority and port health authority. The other funds are Bridge House Estates and City's Cash. Bridge House Estates funds the maintenance of Tower, London, Southwark, Millennium and Blackfriars Bridges and the City Bridge Trust. City's Cash allows us to provide services that are of importance to Greater London as well as to the City at no cost to the public.

More information on the role and ongoing work of the City Corporation can be found in Cityview and City Resident magazines and on the City's website at www.cityoflondon.gov.uk.

The rest of this publication only covers services provided by the City Fund.

CITY FUND SERVICES

The City of London Corporation serves residents, students, workers and visitors with a range of essential day-to-day services and activities from residential to recreational. Organisationally, the City Corporation comprises a number of departments. The departments providing City Fund services are:-

CITY POLICE

The Force's core mission is to make the City of London safer by upholding the law fairly and firmly; preventing crime and antisocial behaviour; keeping the peace; protecting and reassuring the community; investigating crime and bringing offenders to justice. As the Police Authority for the Square Mile the City Corporation's role is to make sure the Force runs an effective and efficient service; to ensure value for money in the way the police is run, and to set policing priorities taking into account the views of the community. Both the Force's and the Police Authority's priorities are set out in the Policing Plan 2016-19.

DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES

Community and Children's Services has a wide remit. It provides housing at various locations in and around the Square Mile, mainly funded from the Housing Revenue Account, a ring-fenced fund. It provides the full range of Social Services functions within the City and is responsible for carrying out the City Corporation's Local Education Authority and Public Health functions as well as running the Golden Lane Leisure Centre and offering a programme of sporting activities throughout the year. In addition to this, the department is also responsible for managing the Barbican & Community Libraries.

BARBICAN CENTRE

The Barbican is the largest multi venue, integrated arts centre in Europe housing a 2,000 seat concert hall, two theatres, three cinemas, two art galleries and large foyers for other performances and displays. Unlike other arts institutions, the Barbican also offers modern conference, exhibition and banqueting facilities which provide clients with a unique opportunity to host major events in such a distinctive environment in the heart of London.

DEPARTMENT OF THE BUILT ENVIRONMENT

The Department of the Built Environment offers a coordinated service on all those activities that relate to the structure and operation of the City's buildings and streets, including planning, all aspects of street works including transportation, the street scene, highway maintenance, parking and liaison with the utilities, building control (the District Surveyor's function), and street cleansing. Refuse collection, disposal and recycling services are also provided.

CITY SURVEYOR'S DEPARTMENT

The City Surveyor's Department is primarily concerned with; maximising the returns from the City Fund portfolio of investment properties, achieving efficiencies and maintaining the City Fund operational properties, providing advice and services to the wider

business and property communities in the Square Mile and providing land ownership records and historical research.

CHAMBERLAIN'S DEPARTMENT

Most of the City Fund budgets managed by the Chamberlain's (Finance) department are of a corporate nature including treasury management and the resulting investment income, rates and council tax collection, external audit, local precepts for the Middle and Inner Temples, statutory levies payable to external bodies and corporate financing. **Corporate financing** comprises revenue funding of capital and other major schemes together with an offset of the capital charges made to services to reflect the use of their assets, in order to avoid these charges generating a real cost to the taxpayer.

TOWN CLERK'S DEPARTMENT

Through its Economic Development Office, the Town Clerk's Department helps to maintain the City of London's role as the leading international financial centre and helps to realise the economic and social potential of London, especially the City and its neighbouring boroughs. It works to achieve the communications and public relations objectives of the City and it is responsible for electoral services, providing services in relation to emergency and contingency planning and community safety and security and providing the premises for the Central Criminal Court. The department also brings together the libraries in the City, the London Metropolitan Archives, the Guildhall

Art Gallery and areas focusing on visitors to the City including the City Information Centre, beside St Paul's Cathedral, the only purpose-designed tourist information office in central London.

DEPARTMENT OF MARKETS AND CONSUMER PROTECTION

The City Corporation owns and manages three wholesale markets, one of which, Spitalfields, is funded from the City Fund. In addition to undertaking landlord responsibilities for the markets, the department is responsible for a wide range of City Fund services including environmental health, trading standards, licencing regulation and enforcement within the Square Mile. It is also responsible for managing the City Corporation's responsibilities as the London Port Health Authority including the Animal Reception Centre at Heathrow.

OPEN SPACES DEPARTMENT

The City Gardens team is responsible for the day to day operational maintenance of over 150 green spaces, churchyards and other landscaped areas in the Square Mile. The team also works closely with the Department of the Built Environment on projects to improve the City landscape and increase the amount of publicly accessible open space in line with the City's Open Space Strategy. The department is also responsible for the management and operation of the City of London Cemetery and Crematorium at Manor Park in East London as well as Tower Bridge, the Monument and Keats House.

CITY FUND BUDGET

The City Fund Budgets analysed by department for 2017/18 and 2018/19 are set out in Tables 1 and 2 respectively. Further information on the budget agreed by the Finance Committee on 20 February and endorsed by the Court of Common Council on 8 March is available on the City's website at democracy.cityoflondon.gov.uk.

Table 1 City Fund Budget 2017/18

Departments	Expenditure	Income	Net Requirement
	£m	£m	£m
Police	114.5	(49.0)	65.5
Community and Children's Services	54.1	(42.1)	12.0
Barbican Centre	51.9	(25.0)	26.9
Built Environment	44.6	(24.6)	20.0
Culture, Heritage and Libraries	22.1	(1.5)	20.6
City Surveyor	18.8	(56.4)	(37.6)
Town Clerk	17.4	(9.5)	7.9
Markets and Consumer Protection	16.8	(13.3)	3.5
Chamberlain	9.2	(6.8)	2.4
Open Spaces	7.2	(5.0)	2.2
Corporate Financing	9.4	(1.3)	8.1
Gross Expenditure & Income on Services	366.0	(234.5)	131.5
Earmarked Reserves	8.1	(34.1)	(26.0)
Contingencies	8.8	0.0	8.8
City Fund Budget	382.9	(268.6)	114.3

Table 2 City Fund Budget 2018/19

Departments	Expenditure	Income	Net Requirement
	£m	£m	£m
Police	117.9	(49.0)	68.9
Community and Children's Services	57.2	(43.3)	13.9
Barbican Centre	53.2	(25.8)	27.4
Built Environment	47.2	(33.3)	13.9
Culture, Heritage and Libraries	22.0	(1.7)	20.3
City Surveyor	20.7	(58.5)	(37.8)
Town Clerk	19.0	(9.8)	9.2
Markets and Consumer Protection	18.2	(14.5)	3.7
Chamberlain	9.5	(9.0)	0.5
Open Spaces	7.5	(5.2)	2.3
Corporate Financing	5.5	(5.9)	(0.4)
Gross Expenditure & Income on Services	377.9	(256.0)	121.9
Earmarked Reserves	15.2	(11.6)	3.6
Contingencies	11.9	0.0	11.9
City Fund Budget	405.0	(267.6)	137.4

THE CITY'S COUNCIL TAX

COUNCIL TAX

From 2016/17 to 2019/20, the Secretary of State for Communities and Local Government is allowing councils with adult social care responsibilities to increase council tax¹. For the financial year 2018/19 council tax can increase by 6% for these services. For 2018/19 the City Corporation has decided not to increase the council tax for City Fund Services. Information provided by the GLA on their council tax and budget requirement is set out on page 13.

Table 3 Band D Council Tax Year on Year Changes

	2017/18	2018/19	Change	Change
	£	£	£	%
City Fund services	857.31	857.31	0	0
GLA services	73.89	76.10	2.21	2.99
Council Tax	931.20	933.41	2.21	0.24

Table 4 sets out the council tax per property for 2018/19 by valuation band and area. Your council tax bill tells you which band applies to your property.

Table 4 Council Tax 2018/19

Band	Proportion of Band D	Inner Temple	Middle Temple	City excluding Temples (special expense area)
		£	£	£
A	6/9	622.27	622.27	622.27
B	7/9	725.99	725.99	725.99
C	8/9	829.69	829.69	829.69
D	9/9	933.41	933.41	933.41
E	11/9	1,140.83	1,140.83	1,140.83
F	13/9	1,348.26	1,348.26	1,348.26
G	15/9	1,555.68	1,555.68	1,555.86
H	18/9	1,866.82	1,866.82	1,866.82

Further information on the practical details of the council tax and non-domestic rate can be found commencing on pages 14 and 19 respectively.

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

The offer is the option of an adult social care authority being able to charge an additional "precept" on its council tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the House of Commons, the Secretary of State intends to offer the option of charging this "precept" at an appropriate level in each financial year up to and including the financial year 2019-20.

THE CITY FUND BUDGET REQUIREMENT AND DETERMINING THE COUNCIL TAX

The first stage in determining the council tax is to calculate the City Fund Budget Requirement. This is firstly funded by Government, the City's Offset from business rates collected in the City, the premium on the Non-Domestic Rate, the use of the surplus from the City's Collection Fund and the use of (or contribution to) City Fund balances. The remaining unfunded expenditure, together with the sum to be collected on behalf of the Greater London Authority, is the amount to be recovered through the Council Tax.

The amount to be recovered through the Council Tax is then divided by the Council Tax base to calculate the Council Tax per Band D dwelling.

For 2018/19, the Council Tax base for the Square Mile has been set as 7,210.97 Band D equivalent dwellings. Band D is the specified band for calculating the Council Tax. The Council Tax for other bands is calculated by using the proportions (see page 14) specified in the Local Government Finance Act 1992. The amount of Council Tax payable for each band is shown on page 7. The calculation of the Council Tax Requirement and the Council Tax per Band D property is set out in Table 5. Table 6 explains the change in the City Fund Council Tax Requirement between 2017/18 and 2018/19.

Table 5 Council Tax Requirement

2017/18		2018/19
£m		£m
161.8	Estimated net expenditure to be incurred by the City	189.2
(3.0)	Less Interest on cash balances	(5.5)
(45.0)	Less Estate rent income	(46.8)
113.8	Total	136.9
0.5	Levies and local precepts paid to outside bodies	0.5
114.3	City Fund Budget	137.4
(90.1)	Government formula funding	(119.8)
(11.3)	City Offset	(11.6)
(10.5)	Rate Premium	(10.5)
(0.6)	Collection Fund Surplus	(0.5)
4.2	Contribution to (use of) balances	11.2
6.0	City Fund Council Tax Requirement	6.2
0.5	Add Greater London Authority Precept	0.5
6.5	Total Council Tax Requirement	6.7*
No: 7060.39	Divide by Council Tax Base (Band D equivalents)	No: 7,210.97
£931.20	Equals Council Tax per Band D property	£933.41

* The unrounded council tax requirement is £6,730,792 which divided by the council tax base of 7,210.97 results in a council tax per band D property of £933.41.

Table 6 Year on Year Changes in the City Fund Council Tax Requirement

	£m
City Fund Council Tax Requirement 2017/18	6.0
Efficiency and budget review savings	(2.2)
Increase in Government formula funding	(8.5)
Increase in income from business rates premium	0.0
Increase in interest earned on cash balances	(2.5)
Increase in investment estate rent income	(1.8)
Decrease in Collection Fund surplus	0.1
Contribution to balances	7.0
Allowance for pay and price increases	1.4
Funding for the Museum of London relocation project	10.5
Funding for the Court Service Relocation	4.0
Additional funding for the City Police	(4.6)
Net effect of other variations	(3.2)
City Fund Council Tax Requirement 2018/19	6.2

The City Fund Council Tax Requirement includes the following levies and local precepts paid to outside bodies:-

Table 7 Levies and Local Precepts

2017/18		2018/19
£'000		£'000
Levies		
16	Environment Agency	16
19	Lee Valley Regional Park	17
108	London Pensions Fund Authority	107
Local Precepts		
202	Inner Temple	205
164	Middle Temple	165
509	Total requirement of Levying Bodies and Local Precepting Authorities	510

Information provided by these bodies on their levies and precepts is set out on pages 10 to 12.

INFORMATION FROM OTHER BODIES

The following pages relate to external levying bodies and local precepting authorities, whose requirements form part of the City's budget requirement. They have supplied the information given and, therefore, if you have any queries you would like to raise, please contact the relevant body directly.

THE HONOURABLE SOCIETIES OF THE INNER AND MIDDLE TEMPLES

The Honourable Societies of the Inner and Middle Temples are self-governing bodies located in the west of the City, which levy a precept upon the City of London in respect of 'special expenses' relating only to their local government functions.

Table 8 Inner Temple

Class of Service	2017/18 £'000	2018/19 £'000
Gross expenditure on:		
Highways	205	222
Waste Disposal	278	299
Open Spaces	258	242
Street Lighting	25	11
Total Gross expenditure	766	774
Gross income from other sources	(564)	(569)
Amount to be met by precept	202	205

Table 9 Middle Temple

Class of Service	2017/18 £'000	2018/19 £'000
Gross expenditure on:		
Highways	281	280
Waste Disposal	71	70
Open Spaces	152	90
Street Lighting	4	11
Total Gross expenditure	508	450
Gross income from other sources	(344)	(286)
Amount to be met by precept	164	165

ENVIRONMENT AGENCY SOUTH EAST REGION

The Environment Agency is a levying body for its Flood and Coastal Erosion Risk Management Functions, under the Flood and Water Management Act 2010 and the Environment Agency (Levies) (England and Wales) Regulations 2011.

The Environment Agency has powers in respect of flood and coastal erosion risk management for 5,200 kilometres of main river and along tidal and sea defences in the area of the Thames Regional Flood and Coastal Defence Committee. Money is spent on the construction of new flood defence schemes, the maintenance of the river system and existing flood defences together with the operation of a flood warning system and management of the risk of coastal erosion. The financial details are:-

Table 10 Thames Regional Flood and Coastal Committee

	2017/18 '000s	2018/19 '000s
Gross Expenditure	£98,788	£97,838
Levies Raised	£11,130	£11,351
Total Council Tax Base	4,906	5,001

The majority of funding for flood defence comes directly from the Department for the Environment, Food and Rural Affairs (Defra). However, under the new Partnership Funding rule not all schemes will attract full central funding. To provide local funding for local priorities and contributions for partnership funding, the Regional Flood and Coastal Committees recommend through the Environment Agency, a local levy.

A change in the gross budgeted expenditure between years reflects the programme of works for both capital and revenue needed by the Regional Flood and Coastal Committee to which you contribute. The total Local Levy raised by this committee has increased by 1.99%.

The total Local Levy raised has increased from £11,129,577 in 2017/18 to £11,351,056 for 2018/19.

LEE VALLEY REGIONAL PARK AUTHORITY

Lee Valley Regional Park is a unique leisure, sports and environmental destination for all residents of London, Essex and Hertfordshire. The 26 mile long, 10,000 acre Park, much of it formerly derelict land, is partly funded by a levy on the council tax. This year there has been a 6% decrease in this levy. Find out more about hundreds of great days out, world class sports venues and award winning parklands at: www.visitleevalley.org.uk.

Table 11 Budget/Levy Changes 2017/18 to 2018/19

	2017/18 £m	2018/19 £m
Authority Operating Expenditure	11.8	11.2
Authority Operating Income	(3.4)	(3.3)
Net Service Operating Costs	8.4	7.9
Financing Costs		
Debt servicing/repayments	0.5	0.5
New capital investment	1.3	1.2
Total Net Expenditure	10.2	9.6
Total Levy	(10.2)	(9.6)

Further details on how this budget is spent and the amount each council contributes can be found at www.leevalleypark.org.uk.

LONDON PENSIONS FUND AUTHORITY

The London Pensions Fund Authority (LPFA) raises a levy each year to meet expenditure on premature retirement compensation and outstanding personnel matters for which LPFA is responsible and cannot charge to the pension fund. These payments relate to former employees of the Greater London Council (GLC), the Inner London Education Authority (ILEA) and the London Residuary Body (LRB).

For 2018/19, the income to be raised by levies is set out below. The Greater London levy is payable by all boroughs, the Inner London levy only in Inner London Boroughs (including the City of London). The figures show the total to be raised and the percentage change on the previous year.

Table 12 LPFA Levy

	£'000	%
Inner London	13,065	-23.4
Greater London	10,318	63.2
Total	23,383	0

GREATER LONDON AUTHORITY

Council tax for GLA Services

The GLA's share of the council tax for a typical Band D property has been increased by £14.21 (or 27p per week) to £294.23. The additional income raised is being applied to fund the Metropolitan Police and London Fire Brigade. A Band D council taxpayer in the City of London, which has its own police force, will pay £76.10.

Council Tax (£)	2017-18	Change	2018-19
MOPAC (Met Police)	206.13	12.00	218.13
LFEPa (Fire Brigade)	48.01	2.21	50.22
GLA	23.80	-0.04	23.84
TfL (Transport)	2.08	-0.04	2.04
Total (£)	280.02	14.21	294.23

Summary of GLA budget

The following tables compare the GLA Group's spending for 2018-19 with last year and set out why it has changed. The GLA's gross expenditure is higher this year. This is mainly due to the impact of additional investment planned by the Mayor in transport, policing and the fire service. Overall the council tax requirement has increased because of the extra funding for the Metropolitan Police and the London Fire Brigade alongside. There has also been a 2.4 per cent increase in London's residential property taxbase.

How the GLA Budget is funded (£m)	2017-18	Change	2018-19
Gross Expenditure	11,758	420	12,178
Government Grants and retained business rates	(4,670)	32	(4,638)
Fares, charges and other income	(6,282)	118	(6,164)
Use of Reserves	(1)	(509)	(510)
Amount met by council tax payers (£m)	805	61	866

Changes in Spending (£m)	
2017-18 Council Tax Requirement	805
Inflation	227
Efficiencies and other savings	(324)
New initiatives	296
Other changes (for example fares revenue and government grants)	(138)
2018-19 Council Tax Requirement	866

Further information on the Mayor's council tax precept can be found at the City of London's website.

COUNCIL TAX GENERAL INFORMATION

BANDING OF A PROPERTY

Your home has been placed in one of 8 valuation bands by the Listing Officer of the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. It draws up and maintains a full list of all bands available on its website at www.gov.uk/government/organisations/valuation-office-agency. The Bands are labelled alphabetically and each Band covers a range of values of properties.

A council tax has been set for each Band, with Band A having the lowest charge and Band H the highest. Each Band pays a proportion of Band D, for example *Band A is set at six ninths of Band D, Band H is set at eighteen ninths of Band D.*

All properties are valued according to the amount the Listing Officer believed to be their capital value on 1 April 1991, and the bands have been set by the Government on this basis.

Table 13 Council Tax Bands

Band	Value	Proportion of Band D
A	up to £40,000	6/9
B	£40,001 to £52,000	7/9
C	£52,001 to £68,000	8/9
D	£68,001 to £88,000	1
E	£88,001 to £120,000	11/9
F	£120,001 to £160,000	13/9
G	£160,001 to £320,000	15/9
H	Over £320,000	18/9

WHO PAYS THE COUNCIL TAX

The person who has to pay is the first person in the following list who is aged 18 or over and lives at the property as their only, or their main home:

- (1) A freehold owner
- (2) A leasehold owner
- (3) A statutory tenant or a secure tenant
- (4) An occupier under a licence
- (5) Anyone else over 18 living at the property.

If no-one aged 18 or over lives at the property, the "owner" must pay. "Owner" includes a freehold interest or a leasehold interest for 6 months or more.

If two people are at the same level in the above list and no one is higher in the list, they are both "jointly and severally" liable. This means that the bill can be addressed to either or both of them and either one can be asked to pay the FULL amount. Husbands and wives are automatically "jointly and severally" liable, while they both live at the property.

There are certain classes of property where the owner always has to pay. These are:

Class A: Residential care homes, nursing homes, mental nursing homes and hostels

Class B: Religious communities

Class C: Houses in multiple occupation, usually rented out as bed-sits, with shared facilities. This does NOT include a group of people with a shared tenancy agreement with the landlord (e.g. a whole house rented by a group of friends).

Class D: A property with residents in domestic service, where the employer lives from time to time.

Class E: The home of a Minister of Religion, from which the duties of office are performed.

Class F: Properties occupied by asylum seekers (people not entitled to state benefits provided with accommodation while their case is considered).

WHAT HAPPENS IF YOU MOVE OUT

You should write, giving the date, your forwarding address and the name of the purchaser, or if you are a tenant, the landlord's name and address, to the Council Tax Section (see page 25 for contact details).

You will be sent a revised bill or refund based on the exact number of days you have lived at the address.

PAYING THE COUNCIL TAX

Under the provisions of the Local Government Finance Act 1992, you are entitled to pay the Council Tax by monthly instalments, although payments may also be made yearly or half-yearly. Your instalment arrangement is set out on the front of the bill.

METHODS OF PAYMENT

By Direct Debit:

This is the simplest method of payment. Please ask the Council Tax Section for a Direct Debit Instruction form if you have not already completed one.

Online

Please see the City's website for details:

www.cityoflondon.gov.uk/report-pay-apply/council-tax

By Direct Funds Transfer:

(e.g. by telephone banking or internet instruction through your bank but not CHAPS or Swift payment). Please quote your council tax account number and the following bank details: Sort code 30-00-00 Ac. No. 00263052

For payment through CHAPS or Swift: Sort code 30-00-02 Ac. No. 01893144

By Standing Order:

Please ask the Council Tax Section for a Standing Order form. It will be necessary to complete a new Standing Order form each financial year.

By Cheque:

By post or at any branch of Lloyds Bank plc during normal banking hours using the bank giro credit voucher attached to your bill or the form attached to your instalment slips.

DISCOUNTS

A 100% discount is awarded if the dwelling is not occupied and is substantially unfurnished for the first 6 months it is empty.

A 25% discount is awarded if there is only one resident aged 18 or over and it is the person's sole or main residence.

A 25% discount is awarded where there is more than one resident, and all but one are "disregarded persons" for the purposes of the council tax.

A 100% discount is awarded for a maximum of 12 months if an empty dwelling requires or is undergoing major repair to make it habitable or has undergone major repair within the last 6 months.

Full notes about discounts generally and "disregarded persons" may be found in the notes accompanying the Council Tax bill. If your bill shows that you have been given a discount, but you do not think that you are entitled to the discount, or the circumstances in your household change, for example, a child reaches the age of 18, you **MUST** advise the Council Tax Section, **within 21 days, otherwise you may have to pay a penalty of £70**, as well as any increased council tax.

If you think that you might be entitled to a discount and it is not shown on your bill, please contact the Council Tax Section.

EXEMPTIONS

Certain properties are exempt from council tax. The categories are set out in detail in the notes accompanying the Council Tax bill. If you have been given an exemption, but you do not think you are entitled to it, or the circumstances in the property change, you **MUST** advise the Council Tax Section, **within 21 days, otherwise you may have to pay a penalty of £70**, as well as any increased council tax.

If you think that you are entitled to an exemption, please contact the Council Tax Section.

APPEALS CONCERNING LIABILITY

You may appeal to the City of London Corporation about the following matters:

- You are not liable to pay because you are not the resident or owner;
- You are not liable to pay because the property is exempt;
- A mistake has been made in calculating your bill e.g. a discount or disabled reduction has not been granted;
- A penalty which has been imposed for failing to give information or supplying false information;

- The date specified in a completion notice for the completion of a new or altered property.

If you wish to appeal on one of these grounds, your appeal must be in writing or by e-mail and sent to the Council Tax Section (see page 25 for contact details).

Your case will be reconsidered and if you do not agree with the decision, you may make a further appeal to the Valuation Tribunal.

DISABLED RELIEF

If one of the occupiers is physically disabled, the amount of council tax payable in respect of the dwelling may be lower, provided that there is either:

- a room; or
- a second bathroom or kitchen; or
- sufficient floor space to allow the use of a wheel-chair which is required for meeting the needs of the disabled person.

The person must be substantially and permanently disabled by illness, injury or congenital deformity.

For properties in Bands B to H, relief is awarded by basing the tax on the band immediately below the one assessed by the Listing Officer. However, for properties in Band A, a reduction equivalent to one ninth of the amount of council tax at Band D is given. Further information and details of how to apply for this reduction will be sent on request.

COUNCIL TAX REDUCTION SCHEME

Council Tax Reduction is available to help people on low income who are liable to pay the council tax. The reduction will be applied as a discount and may be up to 100% of the council tax bill. If you and/or your partner are currently in receipt of a council tax reduction, you need not re-apply at this stage. A form will be sent to you automatically.

If you are not already receiving a rebate and would like to apply for a Reduction, please contact the Benefits Section (see page 25 for contact details).

N.B. It will not normally be possible to backdate Council Tax Reductions, so do not delay in asking for an application form.

DISCRETIONARY DISCOUNT FOR CARE LEAVERS

From the 1 April 2017, a 100% discretionary discount is available to individuals who are care leavers under the age of 25 who live in the City of London, subject to liability considerations. You should contact the council tax section to claim a care leavers discount.

CHANGES OF CIRCUMSTANCES

The council tax payer (or someone acting on his or her behalf) MUST notify the City Corporation within 21 days if there is a change in circumstances that might affect the entitlement or the amount of the reduction.

Further details of changes that must be notified are included in your council tax bill.

Failure to notify the City of London of any changes may adversely affect your discount entitlement and result in a financial penalty.

DATA PROTECTION STATEMENT

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. This authority has a duty to protect public funds it administers and may use information held about you for lawful purposes including the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes.

NATIONAL FRAUD INITIATIVE

The National Fraud Initiative (NFI) is an exercise managed by The Cabinet Office, a ministerial department of central Government; the NFI exercise matches electronic data within, and between public and some private sector bodies to prevent and detect fraud and/or error. As part of this NFI exercise, claims for council tax discounts, such as a single occupier discount are cross checked against databases provided to the NFI by the City of London and other participating bodies. For more information please go to www.gov.uk/government/collections/national-fraud-initiative.

BUSINESS RATES

CALCULATION OF THE BUSINESS RATE PAYABLE FOR 2018/19

Every non-domestic property, unless it is exempt, has a rateable value. The amount of business rates payable is calculated by multiplying the rateable value by a multiplier, which is amended each year. For 2018/19, the Government has set two multipliers: the Small Business Non-Domestic Rate Multiplier of 0.480 and the National Non-Domestic Rate Multiplier of 0.493. The Common Council of the City of London has unique powers to levy a premium or a discount on both the national and small business rating multipliers. In accordance with these powers, the Common Council has set, for the chargeable financial year beginning on 1 April 2018, a non-domestic rating multiplier of 0.498(49.8p in the £) and a small business non-domestic rating multiplier of 0.485(48.5p in the £). This is 0.005 (0.5p in the £) in excess of the Government levels; this premium has been levied, following consultation, to sustain enhancements to police services, to provide for additional resilience and support and to continue to enhance security and contingency planning in the City.

Further details of properties which qualify for the small business rate relief can be found on pages 20 and 21 and in the explanatory notes to the rates bill.

RATEABLE VALUE

The rateable values of all commercial properties are set by the Valuation Office of the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. The VOA draws up and maintains a full list of all rateable values, available on their website at www.gov.uk/government/organisations/valuation-office-agency

Check your rateable value -

The council uses the rateable value provided by the VOA to work out your business rates bill.

You can check your rateable value and compare it with others on the VOA website. You can also get in touch if you need to let them know of any issues.

You can appeal against the value shown in the list if you believe it to be wrong. Full details on your rights of appeal are available from the VOA. We can only backdate any business rates alteration to the date from which any change to the rating list is to have effect.

Further information about comparing rateable values and the grounds on which appeals may be made and the process for doing so can be found at www.gov.uk/guidance/how-to-check-your-rateable-value

Alternatively you may wish to contact a rating adviser. Members of the Royal Institution of Chartered Surveyors (RICS) and the Institute of Revenues Rating and Valuation (IRRV) are regulated by rules of professional conduct designed to protect the public from misconduct.

You can find details of these organisations and their members on their websites: RICS – www.rics.org/uk and IRRV – www.irrv.net

Before employing a rating adviser, and particularly before employing one who is not a member of one of these bodies, you should satisfy yourself that he or she has the necessary knowledge and expertise, as well as appropriate indemnity insurance. You should be wary of false or misleading claims. There may be some agents who do not explain, for example, that a reduction in rateable value may not necessarily lead to a reduction in the amount of rates you will have to pay. This is because there are overriding limits on how much rates bills can change from year to year under the transitional relief scheme.

Please be careful before entering into any contract and take advice if necessary before you do so. Also bear in mind that no matter how persuasive they may be, no one can guarantee reductions in rateable value. These are always subject to the agreement of the Valuation Officer, or the decision of a valuation tribunal or higher court.

TRANSITIONAL ARRANGEMENTS

Property values normally change a good deal between each revaluation. From 1st April 2017, there are new transitional arrangements to help phase in the effects of these changes by limiting increases in bills. To help pay for the limits on increases in bills, there also have to be limits on reductions in bills. Under the transition scheme, limits continue to apply to yearly increases and decreases until the full amount is due (rateable value times the multiplier). The transitional arrangements are applied automatically to your bill.

WHAT HAPPENS TO THE BUSINESS RATES COLLECTED BY THE CITY

Under the business rates retention arrangements, introduced from 1 April 2013, local authorities keep a proportion of business rates raised. However, due to the amount of rates collected by the City, it pays a tariff to central Government to be redistributed to local government. As a result, the amount retained is quite small compared with the amount collected.

The City also keeps the sum resulting from the premium of 0.5p in the £, which has been levied to further enhance the Police Service, security, resilience and contingency planning in the City.

SMALL BUSINESS RATE RELIEF

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bill calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

In addition, if the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000 the ratepayer will receive a percentage reduction in the rates bill for this property of up to a maximum of 100%. For a property with a rateable value of not more than £12,000 the ratepayer will receive a 100% reduction in their rates bill.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either:

(a) one property, or

(b) one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £27,999 on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

Additionally businesses that take on an additional property which would normally have meant the loss of small business rate relief, will be allowed to keep that relief for a period of 12 months.

Certain changes in circumstances will need to be notified to the local authority by a ratepayer who is in receipt of relief (other changes will be picked up by the local authority). The changes which should be notified are-

(a) the ratepayer taking up occupation of an additional property, and

(b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

PAYING BUSINESS RATES

Payment is automatically set up in 10 monthly instalments, from April to January inclusive, but businesses are allowed to pay in 12 monthly instalments. If you want to pay in 12 instalments, you should contact the Business Rates Section City of London Corporation as soon as possible (see page 26 for contact details).

Requests to pay by 12 instalments must be made in writing. Please quote your rate account numbers in the request.

Payment can also be made annually in advance in April, or half-yearly in April and October.

Please see the reverse of your bill for methods of payment available. Please quote your rate reference number which appears on the front of your rate bill when making payment.

If paying by direct funds transfer, please quote the following numbers:

- through BACS - sort code number 30-00-00, bank account number 00363545;
- through CHAPS or Swift - sort code number 30-00-02, bank account number 01500983.

If you pay by direct debit and would like to receive bills electronically in future rather than through the post, please contact the Business Rates Section.

REFUNDS

There is no requirement for refunds to be claimed as any credits on rate accounts are refunded as a matter of course.

EMPTY PROPERTY

Rates are not payable for the first 3 months that a property is empty, but after that time, 100% rates are payable. Industrial premises and those used for storage are exempt for the first 6 months they are empty but after that time 100% rates are payable. Some premises, such as listed buildings, are completely exempt from empty rate. Additionally all property with a rateable value below £2,900 is completely exempt from empty rate.

CHARITABLE AND NON-PROFIT MAKING ORGANISATIONS

If premises are used for charitable purposes, registered charities are entitled to a reduction in rates payable. In some circumstances, other organisations such as those not established for profit, are philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts or may be defined as Social Investment Finance Intermediaries and Business Incubators may also be entitled to relief.

CHANGES ANNOUNCED IN THE SPRING BUDGET 2017

The Chancellor announced in the spring budget additional small business rate relief in certain circumstances. You need take no action at this stage as we shall contact all those likely to qualify for additional relief as soon as possible.

He also announced relief for public houses and revaluation relief to be available in certain circumstances. You need take no action at this stage as we shall contact all those likely to qualify for additional relief as soon as possible.

ADDITIONAL INFORMATION

Further information about non-domestic rates can be found in your rates bill and accompanying notes.

GREATER LONDON AUTHORITY -CROSSRAIL BUSINESS RATE SUPPLEMENT (BRS)

What is Crossrail and how will it benefit your business?

Crossrail will connect the outer suburbs and Heathrow airport to the West End, City and Canary Wharf. It is vital to the future of London's economy. The increased earnings it will bring – from new jobs and quicker journeys – will benefit businesses across London. It will be named the Elizabeth line upon full opening in honour of Queen Elizabeth II.

The single largest investment in London's infrastructure for decades, it has employed up to 14,000 people at the peak of construction. The new Crossrail trains are currently in operation on a section of the route from Liverpool Street to Shenfield. Furthermore, a significant milestone has been reached as the permanent track for the Elizabeth line has been completed. Crossrail services are due to commence through central London by the end of 2018 with full opening of the line by December 2019.

To find out more, visit www.crossrail.co.uk, call the Crossrail 24 hr Helpdesk on 0345 602 3813 or email helpdesk@crossrail.co.uk

Developments in the construction and financing of Crossrail

The Mayor of London agreed a settlement with the government in October 2010 for the Crossrail route and secured investment for the upgrade of the Tube. Crossrail is now being built at its key sites across London.

In April 2012, the Mayor introduced a community infrastructure planning (CIL) levy on new developments in London to finance Crossrail. This is paid for by the developer.

Find at more at: www.london.gov.uk

How will London's businesses help fund Crossrail?

The Crossrail BRS has been used to finance £4.1 billion of the costs of the project. Of this around £3.3 billion has been borrowed with the remaining £0.8 billion being funded directly using BRS revenues. It will need to be levied until the GLA's borrowing is repaid. This is expected to be some time in the 2030s.

Does my business have to pay the Crossrail BRS?

Your rates bill makes clear if you are liable to pay the BRS. Since April 2017, the Crossrail BRS is applied only to assessments (for example business and other non-domestic premises) with a rateable value of over £70,000 on the local rating lists of the 32 London boroughs and City of London Corporation. Around 85 per cent of non domestic properties in London will be exempt from the BRS in 2018-19 due to this threshold.

How much do I pay if my property's rateable value is above £70,000?

The Crossrail BRS multiplier for 2018-19 remains at 2p per pound of rateable value. Reliefs for the Crossrail BRS will apply on the same basis and at the same percentage rate as for your National Non Domestic Rates (NNDR) bill. However, no transitional relief is provided for the BRS.

Keeping you up to date

We will give ratepayers an annual update over the lifetime of the BRS.

Contact for more information

020 7983 4100 ♦ crossrail-brs@london.gov.uk; www.london.gov.uk/crossrail-brs
Finance, GLA, City Hall, London SE1 2AA

CONTACTS

Council Tax

For Valuation queries or appeals

contact the Listing Officer at:

Website: www.gov.uk/voa

Tel 03000 501501

e-mail: ctsouth@voa.gsi.gov.uk

For queries regarding payments, discounts, exemptions, liability and disabled relief contact:

Council Tax Section

City Revenues

Chamberlain's Department

City of London Corporation

P.O. Box 270

Guildhall

London EC2P 2EJ

Tel: 020 7332 1882

e-mail:

counciltax@cityoflondon.gov.uk

or made in person between 9.00 am and 5.00 pm, Monday to Friday at the following address

North Wing Entrance

Guildhall (off Basinghall Street)

London, EC2V 7HH

For Council Tax Reduction Scheme queries contact:

Benefits Section

Department of Community and

Children's Services

Barbican Estate Office

3 Lauderdale Place

Barbican

London EC2Y 8EN

Tel: 020 7332 3937

e-mail:

benefits@cityoflondon.gov.uk

Personal enquiries can be made at:

Customer Reception

Barbican Estate Office

3 Lauderdale Place

London EC2Y 8EN

(open 9.15 am to 5.00 pm, Monday to Friday)

Always quote your council tax account number and address in all correspondence

Business Rates

Rateable value queries should be addressed to the City Valuation Officer

www.gov.uk/voa/contact

Tel: 03000 501501

Queries regarding payments, reliefs or allowances, including amendments to the address or postcode should be addressed to:

Business Rates Section
City Revenues
Chamberlain's Department
City of London Corporation
P.O. Box 270
Guildhall
London EC2P 2EJ

Tel: 020 7332 1318

e-mail:
businessrates@cityoflondon.gov.uk

Further Information

If you would like more information about the City of London Corporation, you may contact us

In writing:

The Town Clerk
City of London
P.O. Box 270
Guildhall
London EC2P 2EJ

By telephone: 020 7332 3099 or

e-mail: pro@cityoflondon.gov.uk

Website: www.cityoflondon.gov.uk
(for general information)
www.cityoflondon.gov.uk/finance
(for financial information including the Statement of Accounts for the City Fund for the financial year ending 31st March 2017).

In due course we will be producing accounts for the year ending 31st March 2018. If you have any comments on our published accounts, we would welcome your views which should be directed to:

chb.secriat@cityoflondon.gov.uk

If you would like this information in large print, braille, audio tape or if English is not your first language and you have difficulty understanding your bill, this booklet or the explanatory notes please contact:

Tel: 020 7332 3337

e-mail: chb.revenues@cityoflondon.gov.uk