

NOTICE OF DECISION OF CABINET MEMBER

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated at the Cabinet meeting held on 21st November 2012, the following decision has been made:

Subject	Decision	Reason for decision	Date for Decision to be taken
Council Tax Discount Scheme.	To agree the detail of the Council Tax Reduction Scheme in accordance with the Council Tax Reduction Schemes (prescribed requirements) (England) regulations 2012 and the Local Government Finance Act 1992 (as amended)). This scheme to be known locally the Council Tax Discount Scheme.	The Council agreed the Wyre Forest Local Council Tax Discount Scheme on the 28th January 2013. Since that time there have been some minor revisions to the document to clarify the scheme. These revisions now need approving.	27 th February 2013.

The appropriate Officer/Cabinet Member consultation has taken place with regard to this decision.

Dated: 27/2/13
 Signed:  Director of Resources
 Dated: 27/02/13
 Signed: 
 Councillor: N. DESMOND
 Cabinet Member for Resources and Transformation

To: Cabinet Member for Resources and Transformation

From: Director of Resources

Date: 27th February 2013

Title of Report: Agreement of the details relating to the Council Tax Discount Scheme

1. PURPOSE

- 1.1 On the 28th January the Cabinet Member for Resources and Transformation agreed the detailed Council Tax Discount Scheme. Since that time there have been some minor revisions to clarify the way in which the scheme will operate. These revisions now need approving.

2. RECOMMENDATION

- 2.1 The details for the Council Tax Discount Scheme, as shown in Appendix 1, are approved.

3. BACKGROUND

- 3.1 The Council approved a Council Tax Discount Scheme at its meeting on the 21st November 2012, with final details to be agreed before the end of January 2013. The detailed scheme was approved on the 28th January 2013. This report includes the revised regulations for the scheme, in accordance with the approved principles agreed by Full Council.

4. THE SCHEME

- 4.1 The scheme details are included in Appendix 1, with a summary 'plain English Guide' attached at Appendix 2.
- 4.2 The scheme details have been developed in accordance with the scheme approved by Full Council in November 2012.

5. FINANCIAL IMPLICATIONS

- 5.1 These were considered at the Full Council meeting on the 21st November 2012, and will form part of the 2013/14 budget report and the Medium Term Financial Strategy.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 These were considered at the Full Council meeting on the 21st November 2012.

7. CONCLUSION

- 7.1 The details for the Council Tax Discount Scheme are attached at Appendix 1 and are recommended for approval.

8. RISK MANAGEMENT

- 8.1 The risks were considered as part of the Full Council meeting on the 21st November 2012.

9. EQUALITY IMPACT NEEDS ASSESSMENT

- 9.1 An Equality Impact Assessment has been undertaken and it is considered that there are no discernible impacts on the six equality strands.

10. CONSULTEES

- 10.1 CMT, Cabinet, Full Council

11. BACKGROUND PAPERS

- 11.1 DCLG guidance on the localisation of Council Tax Benefit, published 17th May 2012 and the 17th July 2012.
- 11.2 Council Tax Benefit is Changing – Consultation Document, Wyre Forest, published 23rd July 2012.
- 11.3 Localising support for council tax - Transitional grant scheme, published 18th October 2012.
- 11.4 Cabinet 23rd October 2012.
- 11.5 Overview and Scrutiny Committee 8th November 2012.
- 11.6 Cabinet 12 November 2012
- 11.7 Full Council Meeting 21st November 2012.
- 11.8 Delegated decision by the Cabinet Member for Resources and Transformation on the 28th January 2013.



Council Tax Discount Scheme

**A Summary of the scheme for Pension Credit Age persons and the
scheme for Working Age persons**

Update 1.00 January 2013

Introduction

As part of the major changes to the Welfare Reform Act from 1st April 2013 Council Tax Benefit will end and is to be replaced by a new scheme called the Council Tax Discount Scheme. Both systems are means tested which means that they compare your income and capital against an assessment of your needs.

The new scheme will largely be decided by each Council rather than nationally by Central Government.

Central Government has decided to protect pensioners (persons who are of an age where they can claim pension credit) and therefore if you are a pensioner and are currently receiving Council Tax Benefit, then the amount of help you receive under the new Council Tax Discount Scheme will be broadly the same and operate in a similar way to the current Council Tax Benefit system.

The rules of the Council Tax Discount Scheme divide the persons who can claim support into various classes. The classes or groups are set by Central Government for pensioners and the classes or groups for working age applicants are set by the Council. The following sections show the classes that are to be in place from 1st April 2013.

Overview of existing Council Tax Benefit Scheme

Council Tax Benefit is an income related benefit which may be claimed by an eligible person who is liable to pay Council Tax in respect of their sole or main residence. Council Tax Benefit is a national benefit with Regulations and Policy set by central Government but administered by local councils. Administration is linked to the Council Tax billing arrangements and usually takes the form of a reduction to the Council Tax a person would otherwise be liable to pay.

The amount of Council Tax Benefit entitlement is calculated on a weekly basis according to a person's daily liability for Council Tax, after deducting any disability reductions, discounts or transitional relief. Entitlement takes into account the income of the person claiming and of their household.

The means test for Council Tax Benefit follows the rules for other income related benefits such as Income Support and income-based Jobseekers Allowance, and is based on a system of applicable amounts for living expenses set according to the circumstances of the family unit. The person's applicable amount is compared to their income and capital – including that belonging to any partner.

People with income at, or below the level of the applicable amount are entitled to maximum Council Tax Benefit. This is the whole of their weekly eligible Council Tax less any set contributions assumed for non-dependant adults who live in the household, but are not themselves liable for Council Tax. People who are not claiming income related benefits, including people who are working may get Council Tax Benefit subject to an income taper. Claimants lose 20 pence in Council Tax Benefit for each additional pound of income that exceeds their applicable amount.

In Council Tax Benefit there is a lower capital limit: £6,000 for people of working age and £10,000 for pensioners, above which an assumed income from capital is taken into account (known as capital tariff). Council Tax Benefit is not payable to people with capital above the upper limit of £16,000 unless they are entitled to one of the income-related benefits. (Aged 60 or over and receive the Pension Credit Guarantee)

Alternative maximum Council Tax Benefit (known as Second Adult Rebate or SAR) may be awarded to the claimant if they would be better off with this than with Council Tax Benefit under the main rules. Second Adult Rebate may apply when the claimant as the owner or tenant of the property, shares their home with a non-dependant (aged 18 or over) who has no responsibility to pay Council Tax and is not on the list of disregarded persons. The amount of the rebate is based on the gross income of the non-dependant person excluding any income-related benefits, Attendance Allowance or Disability Living Allowance. The

claimant's own income is ignored and the maximum amount of Second Adult Rebate is limited to 25% of Council Tax liability.

Prescribed Requirements

There are a number of prescribed requirements that will apply to ALL local Council Tax Discount Schemes and are therefore not included in Wyre Forest's Council Tax Discount Scheme. These are set out in the Government's draft Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, a copy of which can be found at:

<https://www.gov.uk/government/publications/localising-support-for-council-tax-prescribed-requirements-draft-regulations>

A summary of the key features of the draft regulations are as follows:

1. There will be a prescribed scheme for persons who have reached the qualifying age for state retirement pension, which will be similar to the existing Council Tax Benefit Scheme.
2. There will be the same restrictions as exist under the current Council Tax Benefit scheme to exclude foreign nationals with limited immigration status and non-economically active European Union individuals.
3. Individuals with refugee status, humanitarian protection, discretionary or exceptional leave to remain granted outside the immigration rules and who are exempt from habitual residence test will continue to be entitled to support with their Council Tax.
4. Regulations will allow current arrangements for a person to act on behalf of another, for example where a person has been granted a power of attorney over a liable Council Tax payer.
5. Regulations will provide that a person who is in receipt of Council Tax Benefit or, who is waiting for a decision about a claim for Council Tax Benefit, immediately before 1st April 2013 is to be treated as having made an application for reduction under the Council Tax Discount Scheme.
6. Formal rights of appeal will be set out in regulations. It is proposed that appeals will be heard by Valuation Tribunals.
7. Billing authorities are required to consider whether to revise or replace their Council Tax Discount Scheme each year and under such circumstances, to consider what transitional arrangements may be required to move from an existing local scheme to a replacement scheme. Schemes cannot be amended within a financial year.

Key features of Wyre Forest's proposed Council Tax Discount Scheme

The requirements for Council Tax Discount Schemes are set out in an amendment to the Local Government Finance Act 1992, under schedule 1A. This includes, that before making a scheme, the Council must:

1. Consult major precept Authorities, which have a power to issue a precept to it.
2. Publish a draft scheme in such a manner as it thinks fit.
3. Consult such other persons as it considers are likely to have an interest in the operation of the scheme.

The fundamental difference between the current Council Tax Benefit Scheme and the proposed Council Tax Discount Scheme is that the entitlement for working aged claimants will be restricted to 91.5% of the entitlement they would have received within the current Council Tax Benefit Scheme.

However, in addition to this “top slicing of benefit” the Council is also proposing to:

- Change the calculation of capital tariff income by using units of £200 instead of £250.
- The minimum entitlement to the Council Tax Discount Scheme will become £5.00 per week and not .01p; and
- There will be no entitlement in respect of Second Adult Rebate – with the exception where the dwelling is occupied by a full time student and there is one or more second adults who are in receipt of income support, state pension credit, an income-related employment support allowance or are persons on an income-based jobseeker’s allowance – where this is the case 91.5% of the Council Tax will be awarded as Council Tax Discount Scheme
- There will be no backdating of Council Tax Discount Scheme.

These changes relate only to the working age claimants – they do not relate to pension age claimants.

Council Tax Discount Scheme for Pensioners (persons who have reached the age at which pension credit can be claimed)

The Council Tax Discount Scheme for Pensioners (persons who have reached the age at which pension credit can be claimed)

The Government has created three classes of applicant and the Council will decide which class each applicant is in. The class will determine the level of Council Tax Discount that can be provided:

Class A

To obtain support the person must:-

1. Have attained the qualifying age for state pension credit;
2. Not be somebody with a partner of working age in receipt of income support, income-based jobseekers allowance or income-related employment and support allowance;
3. Be liable to pay council tax in respect of a dwelling in which they are resident;
4. Not be absent from the premises;
5. Not be prevented from claiming support due to their immigration status;
6. Not have capital savings above £16,000 (unless in receipt of pension credit guarantee when no capital limit applies);
7. Must have their assessed income less than or equal to the set living allowances (applicable amounts) set by Central Government; and
8. Have made a valid application for the discount scheme

The class also includes persons who have successfully claimed Pension Credit Guarantee.

Class B

To obtain support the person must:-

1. Have attained the qualify age for state pension credit;
2. Not be somebody with a partner of working age in receipt of income support, income-based jobseekers allowance or income-related employment and support allowance;
3. Be liable to pay council tax in respect of a dwelling in which they are resident;
4. Not be absent from the premises;
5. Not be prevented from claiming support due to their immigration status;
6. Not have capital savings above £16,000
7. have made a valid application for the discount scheme; and
8. have assessed income above the set living allowances (applicable amounts) set by Central Government

Class C

To obtain support the person must:-

1. Have attained the qualifying age for state pension credit;
2. Not be somebody with a partner of working age in receipt of income support, income-based jobseekers allowance or income-related employment and support allowance;
3. Be liable to pay council tax in respect of a dwelling in which they are resident;
4. Not be absent from the premises;
5. Not be prevented from claiming support due to their immigration status;
6. Made a valid application for the discount scheme;
7. Be somebody who has a least one second adult living with them who is not his/her partner, not somebody who pays rent, and who is on a prescribed low wage and/or prescribed benefit, as set out by Central Government.

What Council Tax Discount will be payable to Pension Age persons?

If a person matches the criteria in Class A, including that their income is less than their living allowances (applicable amounts), that person qualifies for 100% reduction on their council tax liability, (net of any council tax discounts such as single persons discount), adjusted down for any non-dependent deductions. This also applies if a person is in receipt of state pension guarantee credit from the Department for Work and Pensions (Pensions Service).

If a person matches the criteria in Class B, it will mean that the person's income is greater than their living allowance (applicable amount). Twenty per cent (20%) of the difference between the two will be subtracted from this individual's council tax liability (net of any council tax discounts, such as single persons discount), adjusted down for any non-dependent deductions.

Council Tax Discount for person in Class C may be awarded in respect of a second adult sharing the household who would normally be expected to contribute towards the council tax bill, but who cannot afford to do so, based on their low income or on prescribed benefits. This reduction will equate to the second adult rebate available under the Council Tax Benefit Scheme and may be awarded at 100%, 25%, 15% or 7.5% of the council tax liability, depending on individual circumstances.

The Discount for Pensioners will be assessed in compliance with The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012. In addition the Council will continue to adopt the Local Scheme in respect of War Pensions and War Widows Pensions.

Council Tax Discount Scheme for Working Age persons

Council Tax Discount Scheme for working age persons

The Council has decided that there will be two classes and they will decide which class each applicant is in. The class will determine the level of Council Tax Discount that can be provided.

Class A

To obtain support the person must:-

1. have not attained the qualifying age for state pension credit; or
2. have attained the qualifying age for state pension credit if they, and their partner, is a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance;
3. be liable to pay council tax in respect of a dwelling in which they are resident;
4. not have capital savings above £16,000;
5. Must have their assessed income less than or equal to the set living allowances (applicable amounts) set by Central Government, or the claimant or partner is in receipt of Income Support, Jobseekers Allowance (income-based) or Employment and Support Allowance (income-related); and
6. Have made a valid application for the discount scheme

Class B

To obtain support the person must:-

1. have not attained the qualifying age for state pension credit; or
2. have attained the qualifying age for state pension credit if they, and their partner, is a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance;
3. be liable to pay council tax in respect of a dwelling in which they are resident;
4. not have capital savings above £16,000;
5. have income which is more than their applicable amount (living allowance)
6. Have made a valid application for the discount scheme

What Council Tax Support will be payable to working age person?

If a person matches the criteria in Class A, including that their income is less than their living allowances (applicable amounts) that person qualifies for 91.5% reduction on their council tax liability (less any non dependant deductions). This also applies if a person is in receipt of income support, on an income-based jobseekers allowance or on an income-related employment and support allowance.

If a person matches the criteria in Class B, it will mean the person's income is greater than their living allowances (applicable amounts). Twenty percent (20%) of the difference

between the two will be subtracted from the maximum council tax liability allowed and the calculation will be made using the existing Council Tax Benefit Regulations except for the tariff income relating to capital the entitlement will then be reduced by a minimum of 8.5% and any non dependant deductions.

The Council has decided not to include a further Class (C) and therefore there will be no entitlement to Second Adult Rebate in respect of working age persons.

The Discount for working age persons will be assessed in compliance with The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012. In addition the Council will continue to adopt the Local Scheme in respect of War Pensions and War Widows Pensions.

Protection for certain working age persons

The Council will operate a Council Tax Support Fund which will be available for working age persons who are experiencing exceptional difficulty. A valid claim will have to be made. An award will depend on criteria being met as per the Council Tax Support Fund Policy.

How Council Tax Discount Scheme works

How Council Tax Discount Scheme works

Wyre Forest DC Council Tax Scheme Summary Release 1.00 January 2013

Who can claim?

If you have to pay council tax you may be able to get Council Tax Discount Support (CTDS) from 1st April 2013.

You can only get support if you have a right to reside and are habitually resident in the United Kingdom (UK). If you have entered the UK within the 2 years before your claim for benefit, the council will ask you about this. People given refugee status, humanitarian protection or exceptional leave to remain in the UK will continue to be eligible for support.

Most full-time students are not entitled to Council Tax Discount.

How can I make a claim for Council Tax Discount?

Rules, by which a person may apply for a reduction under the Council's Council Tax Discount Scheme is set out in Schedule 7, Part 1 of The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

Time and manner of making a claim

A claim for Council Tax Discount Scheme will be made to the Council, in writing on a form prescribed and provided by the Council. A claim made for the Council Tax Discount Scheme in any other way will not be accepted by the Council. This form is electronic (Housing Benefit and Council Tax Discount Application Form) and can be completed either via the Council's website (www.wyreforestdc.gov.uk) or by visiting the Hub at the Kidderminster Town Hall where a Customer Services Advisor will help complete the form.

Where the Council becomes aware that a person may be entitled to Council Tax Discount Scheme or where a claim form has been requested, they will invite a claim by arranging for a form to be completed. The preferred method of making an application is by completing the electronic version of the application form as this method speeds up the process of assessment for the Customer. Paper copies of the form can be made available if required.

The Council will offer assistance to the Claimant to make their claim for Council Tax Discount Scheme where this is requested or assistance is required.

Information and Evidence

All claims will need to be supported by evidence of your circumstances and this will need to be provided to the Council. Please provide the evidence where possible at the time of making a claim or if this is not possible please indicate on the form when you will provide the information. Neither the Housing Benefit, nor Council Tax Discount Scheme can be assessed without evidence to support the details you have declared on your form.

If the Council requires more information or supporting evidence so that your claim can be assessed, then the Council will telephone or write to you. If you do not reply within one month of the request for more information, your claim will be closed and no discount will be assessed. Please provide telephone and email contact details where possible so that the Council can speed up the process by using these methods of contact rather than writing out to you.

How long will it take to decide your claim for Council Tax Discount Scheme

The Council will deal with your claim for Council Tax Discount Scheme as soon as possible after receiving **ALL** the information from you that is needed to work out your entitlement.

Date of Claim

The date of claim will be the date of first contact, typically by phone provided that the claim form is completed and received by the Council within one month of the form being issued.

If you change your address

If you move to a different Council area, you must contact Wyre Forest and tell us the date you are moving and where you are moving to so that your Council Tax and discounts can be stopped (this includes Housing Benefit if you receive it) and you must make a new claim for Council Tax Discount at your new Council. If you move within the Wyre Forest area, you must still tell the Council so that your change of address is dealt with.

Backdating a Claim

If you have reached the qualifying age for state pension credit your Council Tax Discount Scheme may be paid for up to 3 months before the date you made your claim as specified in the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

If you are of working age, your claim to Council Tax Discount Scheme will **NOT** be backdated.

Start of Council Tax Discount Scheme

If you become liable for Council Tax for the first time – for example if you move to a new address, or reach the age of 18 or stop being a registered student, you should claim either in advance (you may claim up to 13 weeks before you expect to become liable), or in the week that your liability starts. You then get Council Tax Discount Scheme (if you qualify) from the day you start being liable for Council Tax. If you claim later than this, your support starts on the Monday after the day you claim.

If you are already paying Council Tax and become entitled to Council Tax Discount Scheme because you have less money or your applicable amount changes, you will start getting Council Tax Discount Scheme on the Monday after your claim.

End of Council Tax Discount Scheme

If you stop being liable for Council Tax – for example if you move away from an address or become exempt or start being a registered student, your Council Tax Discount Scheme stops on the day you stop being liable. If you no longer qualify for Council Tax Discount Scheme because for example, your income increases or your applicable amount changes your Council Tax Discount Scheme will be stopped from the beginning of the next week.

End of Pension Credit Guarantee, Income Support, income-based Jobseekers Allowance or income related Employment and Support Allowance entitlement

If you stop receiving one of the above incomes please tell the Council straight away so that your Council Tax Discount Scheme can be stopped and to prevent overpayments. At the same time, you can tell us what your new circumstances are because you may still be entitled to some help with your Council Tax.

How much Council Tax Discount can I get?

Maximum council Tax Discount depends on:

- Whether you are in the Pension Age scheme (attained the qualifying age for state pension credit) or are in the Working Age scheme;
- How much council tax you have to pay; and
- Who you live with

How is maximum Council Tax Discount Support calculated for Pension Age Scheme?

For the Pension Age Scheme, the maximum Council Tax Discount is set by the Government as up to **100% of the council tax you are liable to pay less any non-dependant deductions** (see non-dependant deductions later in this document). If you receive Pension Credit Guarantee the Council will grant maximum Council Tax Discount Support.

How is maximum Council Tax Discount Support calculated for Working Age Scheme?

For the Working Age the maximum Council Tax Support is set by the Council as up to **91.5% of the council tax you are liable to pay, less any non-dependent deductions** (see non-dependent deductions later in this document). If you are already receiving or have claimed Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance then you will receive the maximum Council Tax Discount Support (91.50% of your liability for Council Tax)

In certain cases, the Council **may** pay up to 100%, if the criteria set out in the Council Tax Discount Support Fund Policy are met.

Calculating your resources

Your resources are made up of your income and capital and these are worked out as a weekly amount of income.

Income

Income is all the money that you (and your partner) have coming in from earnings, social security benefits, maintenance payments and other sources. Depending on the type of income, it may be completely or partially ignored in the calculation of your Council Tax Discount Scheme (the disregards) or taken fully into account.

Income from employment

Earnings from employment means any money you are paid when you work for someone else. This includes the following types of payments:-

- Bonuses or commission – to include tips
- Money you get instead of your normal pay (for example – a liquidator may money when your employer stops trading and you are owed some pay)
- Money you get in place of notice to end your employment, or money you get to make up for losing your job
- Money you get for holidays you did not take (holiday pay) – but not holiday pay owed to you more than four weeks after you stopped work
- Money you get if you are kept on while doing no work (for example – a retainer paid to school cooks during school holidays)
- Expenses you are given to cover your travel to and from work
- Expenses you are given to cover the costs of looking after someone in your family
- Any expenses you are given that are not essential for you to carry out your work
- Money you get under the Employment Protection (Consolidation) Act 1978 when you are not given work because of bad weather,, or money you get because of unfair dismissal.
- Money that an industrial tribunal orders your employer to give you if the period of notice or redundancy that is required by law has not been given
- Money you get from your employer's redundancy funds if the business goes into liquidation
- Statutory Sick Pay or Statutory Maternity Pay
- Statutory Paternity Pay and Statutory Adoption Pay
- Employer's sick pay or employer's maternity pay
- Earnings from permitted work, that is, work while you are getting an incapacity benefit which your doctor thinks would benefit your health

Earnings from employment DO NOT include:

- Payment in kind (where no money is involved)
- Expenses you are given that are essential for you to carry out work
- Any occupational pension

Net earnings

Once your gross earnings have been worked out, the Council will take away:

- Your income tax payments (allowing for personal relief); and
- Your National Insurance (NI) Contributions; and
- Half of any contributions you make to an occupational or personal pension scheme (any amounts paid to a pensions scheme by your employer do not count)

That gives your net earnings, which are used (together with any other income) to work out your Council Tax Discount Scheme.

Self employed earnings

If you are self employed, all the money you earn when you are not employed by someone else is known as your earnings from self employment. You may have self employed earnings even if you are also working for someone else, or if you are a franchise holder.

When working out your earnings the Council will want to know how much you earn when you are self employed and you will be asked to provide evidence of how much you earn.

There are three stages in working out your self employed earnings:

1. Calculating the gross profit of your business
2. Less deductions which are called allowable expenses to give the net profit of the business
3. Less Income Tax, NI and pension payments to give your net earnings

If you are a childminder, only one third of your earnings from childminding will be taken into account when the Council works out your Council Tax Discount Scheme.

Earnings and earnings disregards

After working out your net earnings, any amount that is not counted in the calculation of your Council Tax Discount Scheme is known as a disregard.

The amount of your earnings that is not counted depends on which premium is included in your applicable amount.

£5 disregard

If you are single and you cannot get a greater disregard by any of the means explained below, up to £5 of your weekly earnings will be disregarded for the purpose of calculating your Council Tax Discount Scheme.

£10 disregard

If you have a partner and you cannot get the £20 disregard by any of the means explained below, up to £10 of your joint weekly earnings will be disregarded for the purpose of calculating your Council Tax Discount Scheme.

£20 disregard

£20 per week of your earnings will not be counted if your applicable amount includes one of the following:

- The disability premium
- The severe disability premium
- A component with Employment and Support Allowance; or
- The carer premium (where the carer is working)

If both you and your partner are carers the total disregard cannot be more than £20. The carer premium and this earnings disregard can continue for a further 8 weeks after caring ceases.

If you have a partner, your earnings are added together when your Council Tax Discount Scheme is worked out.

If you cannot get the £20 disregard under the above categories, you may still be able to get it if you are:

- A part time firefighter
- An auxiliary coastguard
- A part time member of a crew launching or manning a lifeboat; or
- A member of the Territorial Army or the Reserve Forces

Additional disregard

If you work on average 30 hours a week or more you will usually be able to get an extra earnings disregard if you work 16 hours or more, for example – if you are a lone parent or disabled. This is the same amount as the 30 hour tax credit in your Working Tax Credit (WTC).

Childcare charges

In certain circumstances, average childcare charges of up to £175 (for one child) or up to £300 for two or more children per week per family can be offset against your earnings. This disregard, which is in addition to the other earnings disregards is available to:

- Lone parents who are working 16 hours or more per week
- Couples where both are working 16 hours or more per week
- Couples where one member is working 16 hours or more per week and, generally, the disability premium or in certain circumstances, the higher pensioner premium is included in the applicable amount on account of the other member's incapacity or the other member is in hospital or prison

It applies where formal childcare is provided by, for example – registered childminders or day nurseries for children until the first Monday in September following their 15th birthday (or 16th birthday for children who are entitled to Disability Living Allowance or who are registered blind).

In certain circumstances,, help with childcare costs can be given while you are on maternity leave, paternity or adoption leave or you are sick. The Council will give you more details.

If you are in receipt of Pension Credit Guarantee, Income Support, income based Jobseekers Allowance, or income related Employment and Support Allowance then any earnings you get will not be counted again in working out your Council Tax Discount Scheme.

Notional work

If you have done some work and you seem to have been paid very little for it, then the Council will estimate what that work is worth. If you have a good reason for the pay being so low – for example you worked for someone who had very little money, you should let the Council know. If necessary, the Council will check your statement of earnings by asking your employer.

Other income

Other income is all the other money you have coming in apart from earnings from either employment or self employment. It is sometimes called unearned income. In some cases none of your unearned income is counted, sometimes part of it is counted and other times it is all counted.

State benefits

The following benefits are counted in full as income for Council Tax Discount Scheme:

- Contribution based Jobseeker's Allowance
- Contribution based Employment and Support Allowance
- Universal Credit
- State Pension
- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance
- Industrial Injuries Disablement Benefit

- Industrial Death Benefit
- Working Tax Credit
- Child Tax Credit (ignored if you or your partner are pension age)
- Savings Credit of Pension Credit
- Bereavement Benefits (ignored if you or your partner are pension age)

Unearned income that is not counted

The following types of income are not counted by the Council for Council Tax Discount Scheme:

- Any income you get if you are getting the Guarantee Credit of the Pension Credit, Income Support, income related Employment and Support Allowance (ESAIR) or income based Jobseeker's Allowance (JSA)
- Disability Living Allowance (DLA)
- Attendance Allowance (AA) or Constant Attendance Allowance (CAA)
- Attendance Allowances paid as part of a War Disablement Pension or Industrial Injuries Disablement Benefit
- Child Benefit
- Child Maintenance (spousal maintenance is taken into account in part or in full depending on whether you have a child)
- Money you get which takes the place of DLA, AA, CAA or Income Support
- War pensioners mobility supplement
- Any money you get from the Social Fund (to be replaced by a local scheme)
- Guardian's Allowance
- Money you get as a holder of the Victoria Cross, the George Cross or any other comparable award
- Any grants or allowances you get from your local education authority if you have a dependant child who continues in education after school leaving age
- Any training premium and any refunded travelling expenses or living away from home allowances when you are on a Department for Education and Employment Training Scheme training course or at an employment rehabilitation centre
- Any money such as interest or dividends from savings or investments
- Any expenses you get from an employer that you need to carry out your work
- Any expenses you get from a charity so that you can carry out unpaid work
- Any income in kind (where you are given something other than money)
- Any income you have which has been held back outside this country, as long as it remains held back and it is not within your control
- Any money you get for fostering a child
- Any money you get for looking after an elderly or disabled person temporarily (community boarding out schemes)

- Any money you get from a local Social Services Department to help keep a child at home instead of putting them into care
- Any Council Tax Discount Scheme or Housing Benefit you receive
- Special payments made with your War Widow's Pension if you have been designated as a pre 1973 war widow
- Any charitable or voluntary payments which are made regularly
- Payments made under the Employment Department's "Access to Work" Scheme for disabled people
- War Disablement Pension or a War Widow's/Widower's Pension or any similar payments from another country (Local Scheme)

Some types of income may be counted as capital.

Unearned income that is counted in part

The following are the types of unearned income that are only partly taken into account:

- The first £15 of Widowed Mother's Allowance or Widowed Parent's Allowance is ignored
- The first £20 of any money from sub-tenants is ignored
- The first £20 then 50% of the excess of money you receive from a boarder is ignored, the balance is treated as income.

Notional Income

The Council may think that there is income, which you could get, but you are not claiming it. This is known as notional income because you do not actually receive that income. The Council may take this into account for Council Tax Discount Scheme purposes.

Parental contributions to students

If you are making parental contribution to a student then part of your income is not counted to take account of this.

Capital

Savings and investments (capital) may have an effect on the assessment of your income. Your capital includes savings and investments held by yourself in any form (example – bank and building society accounts, investment trusts and shares) from any source (example – inheritance, redundancy payments, and irregular payments from a charitable or voluntary source). It also, normally includes the net sale value of land and housing that you do not occupy after deducting 10% for expenses of sale. If you have a partner, capital belonging to your partner is treated as yours for the purpose of Council Tax Discount Scheme.

Personal possessions – for example a car, furniture, fittings in your house and family belongings are usually not included in the calculation of capital. However this may not be

the case where the Council has good reason to believe that something has been bought to reduce your capital in order to gain or increase entitlement to both Council Tax Discount Scheme and Housing Benefit. If the Council decides that you have deliberately used capital just so that you can get Council Tax Discount Scheme it may assume that you have notional capital to the value of the capital you have used.

Property you own

The value of the property that you own and occupy is not counted unless any part of the property could reasonably be sold off separately. Loans raised on the property will be counted as capital.

If you own property that you do not occupy, the value of the property could be counted as capital but you may be able to get Council Tax Discount Scheme even if the value of the property means that your savings are more than £6,000 if you are working age or £16,000 if you are of pensionable age. This is because the value of the property **MAY BE** ignored when your savings are worked out in certain circumstances. It is important that you provide the details of the property to the Council for the decision to be made as to whether it is included or excluded.

If the property is occupied by an elderly or disabled relative as their home, its value is not taken into account for as long as it is so occupied.

If you have recently acquired the property and you intend to occupy it as your home its value may not be counted for 26 weeks, or for a longer period if the Council considers it reasonable from the date you acquired it.

If you are trying to sell the property, its value may not be counted for the first 26 weeks after you start doing this. It may not be counted for longer than this if you are finding it difficult to sell the property.

If you are carrying out essential repairs or alterations so that you can live in the property, its value may not be counted for a period of 26 weeks from the date you first arranged for repairs to be carried out. It may not be counted for longer than this if you are finding it difficult to finish the work.

If you are taking legal action so that you can live in the property, its value may not be counted for the first 26 weeks after you start doing this. It may not be counted for longer than this if legal action is continuing and you cannot live in the property.

If you have left the property after the breakdown of a relationship, and it is occupied by your former partner, its value may not be counted for the first 26 weeks after you left. If

the property is occupied by your former partner and they are a lone parent, the property will not be counted for as long as it is occupied.

Deposits on your accommodation

Sums that have to be deposited with a housing association as a condition of your tenancy are not counted.

Earmarked capital

If capital from the sale of a house is kept for a house purchase, it is not counted for up to six months, or longer if:

- Major repairs or adaptations are needed for you to occupy your home; or
- The completion of the purchase of your new home is unavoidably delayed

Compensation received for a burglary or for damage to or loss of a house is also not counted for six months, as long as it is to be used for replacement or repair.

Valuation of property

Property will be valued at the price it would be expected to fetch on the open market, less any outstanding mortgage or legal charges on the property. 10% of the current market value will also be deducted to take into account the cost of the sale.

If you have property outside of Great Britain and there is no restriction on transferring money to this country, your property will be valued at its local sale value. If there is a restriction, its notional value will be the value of a sale to someone in the UK. In both cases, any outstanding legal charges on the property or mortgages will be deducted together with 10% of the total to cover the cost of the sale.

National Savings Certificates

National Savings Certificates of the current issue are valued at purchase price. Certificates of a previous issue are valued as if they were purchased on the last day of issue.

Life assurance policies

The surrender value of life assurance policies is not taken into account when assessing Council Tax Discount Scheme.

Arrears of benefits

Any arrears of Disability Living Allowance, Attendance Allowance, Pension Credit, Income Support, income-based Jobseeker's Allowance, Working Tax Credit and Child Tax Credit that you receive, is not counted for up to 12 months.

Lump sum payment of deferred State Pension

The gross amount of lump sum or interim payment made on account of a final lump sum, paid at the end of the period of deferring State Pension will be disregarded as capital for the life of the recipient.

Compensation payments

For Council Tax Discount Scheme purposes, compensation payments will normally be counted in full as capital. Capital will not be counted if it is held in trust or by the “Court of Protection” as a result of a personal injury payment – for example – a criminal injury payment or a vaccine damage payment. For persons of Pension Age compensation payments as a result of personal injury are ignored whether or not placed in trust.

Business assets

Business assets of a self-employed earner are not counted while engaged in that business. Nor are they counted in certain other circumstances, but any shares owned will be treated as capital.

Notional capital

The Council may think that there is capital which you could get but which you do not have. This is known as notional capital because you do not actually possess that capital.

- Capital you have disposed of – you will be treated as having notional capital if you have disposed of capital in order to get Council Tax Discount Scheme or to get more Council Tax Discount Scheme
- Capital you could have received – if you have the right to money held in a private trust, then that is actually your capital and it will be taken fully into account.

If the Council decides to treat you as possessing notional capital they will reduce the amount of this capital on a regular basis by a set calculation. This calculation reduces your notional capital by the amount of support you have lost as a result of deprivation.

Capital used in the assessment

Capital will only affect your income if you have more than £6,000 and are of working age or £10,000 if you are of pension age.

If you are of **pension age** and have more than £16,000 you will not normally be able to get Council Tax Discount Scheme (unless you are aged 60 or over and receive the Pension Credit Guarantee, in which case there is no limit to the amount of capital you can have). If you do not receive Pension Credit Guarantee, we will use £1 per week tariff income for every £500 you have over £6,000 and if you have over £16,000 you will not qualify for Council Tax Discount Scheme. (Example: if your total capital is £12,000 we will ignore the first £10,000 on the remaining £2,000 we will use a tariff income of £4 per week [$£2,000 \text{ divide by } £500 = £4$]). However, even if your capital exceeds £16,000 you may be able to claim Second Adult

Rebate. This is accordance with the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

If you are of **working age** we will use £1 per week tariff income for every £200 you have over £6,000 and if you have over £16,000 you will not qualify for Council Tax Discount Scheme. (Example: if your total capital is £8,200 we will ignore the first £6,000 on the remaining £2,200 we will use a tariff income of £11 per week [$£2,200 \text{ divide by } £200 = £11$])

Students

Council Tax Discount Scheme is not normally available for students but there are exceptions:

- Vulnerable students, such as disabled students and lone parents
- Part-time students
- Couples where one partner is not a student
- If in receipt of income based Jobseekers Allowance, income related Employment and Support Allowance or Income support

Existing Council Tax Benefit scheme Regulations 44 to 56 as set out in SI 2006/215 shall be replicated within this scheme. This will set out the categories of students that are eligible and how their income will be calculated, taking into account grants, access funds and relevant student income and capital disregards and some elements of income which will be treated as if they are capital.

People who live with you – non dependants

People who normally share your accommodation but are not dependant on you for financial support are known as non-dependants. Others who live with you such as any children you have fostered do not count as non-dependants.

Any non-dependants who normally share your accommodation could affect the amount of Council Tax Discount Scheme you receive – whether or not you are also getting Income Support, income-based Jobseeker's Allowance, income related Employment and Support Allowance or Pension Credit Guarantee.

The following people do not count as non-dependants, whether they share accommodation or not:-

- Carers employed by a charity that charges for the service;
- Joint tenants;
- Subtenants;
- Boarders;
- Tenants of owner occupiers; and
- Landlords and their partners

They do not count as part of your household.

Non-dependants are people like grown up children and elderly or other relatives and in some cases friends. If you have non-dependants living with you, your Council Tax Discount may be affected.

Non-dependant deductions from your Council Tax Discount Scheme

Deductions will be made from your Council Tax Discount Scheme for non-dependants over 18 who normally live with you. There are four levels of deduction, if the non dependant is working less than 16 hours a week, the lowest deduction will apply. If the non-dependant is working more than 16 hours per week the level of deduction will depend on the non-dependants gross income.

A deduction will not be made from your Council Tax Discount Scheme if:

- The non-dependants' normal home is somewhere else;
- You, or your partner are registered blind or treated as blind;
- You or your partner are receiving the care component of Disability Living Allowance or Attendance Allowance in respect of yourself or your partner;
- The non-dependant is receiving Pension Credit Guarantee, Income Support, income-based Jobseekers Allowance or income related Employment and Support Allowance;
- The non-dependant is a prisoner;
- The non-dependant is severely mentally impaired;
- The non-dependant is over 18 but child benefit is still payable for them;
- The non-dependant is a student nurse or apprentice or on Youth Training;
- The non-dependant has been a patient in hospital for 52 weeks or more;
- The non-dependant is living in a residential care or nursing home;
- The non-dependant is a care worker;
- The non-dependant is a resident of a hostel or night shelter for the homeless; or
- The non-dependant is a full time student (even if they work full time in the summer vacation)

A deduction may be delayed for 26 weeks if you or your partner are aged 65 or more and a non dependant moves into your home, or the non-dependants' circumstances change to increase the deduction.

How Council Tax Discount Scheme is paid

If you are liable to pay the council tax, the Council will normally send you a council tax bill which will include a deduction for your Council Tax Discount Scheme together with any other discounts, disregards or exemptions. You will then have to pay only the reduced amount. This means that you will not actually receive any money, (but your bill will be reduced). If you have already made payments in respect of your council tax when the award

of Council Tax Discount Scheme is made which then puts your council tax account into credit, you will be refunded the amount that you are in credit.

How you will be notified about your Council Tax Discount Scheme

The Council will make a decision on your entitlement to Council Tax Discount Scheme as soon as possible after your claim and ALL supporting evidence is received and will write to you by letter to tell you of the outcome. If you are entitled to some Discount, you will also be sent a revised council tax bill to take into account the award of the Council Tax Discount Scheme.

How can I appeal?

If you disagree with the decision you will need to write to the Council stating the reasons why you disagree within one calendar month of receiving the decision notice from the Council.

The Council has 2 months to reply to you but will endeavour to reply as soon as possible after receipt of your appeal. If the Council agrees with your appeal, then the Council Tax Discount Scheme will be amended and you will receive a revised notification letter and council tax bill showing the revised amount.

If the Council does not agree with your appeal or you do not receive a response within 2 months, you may appeal directly to the Valuation Tribunal. This is an independent tribunal who will hear your case (either in person or in writing). If the Valuation Tribunal agrees with you they will instruct the Council to amend your Council Tax Discount Scheme accordingly.

Throughout the appeal you will still be required to make payment of your council tax liability as determined by the Council.

Change of circumstances

You must notify the Council immediately if there is a change in anything that might affect your right to or the amount of Council Tax Discount Scheme.

This will include:

- Where you live
- Who you live with
- Your income, savings and investments; or if you stop getting Pension Credit, Income Support, income-based Jobseeker's Allowance or Employment and Support Allowance
- If you start a job
- If you or your partner go into hospital

- If there is any other change in your circumstances which you might reasonably be expected to know might affect your right to Council Tax Discount Scheme

The changes must be notified by:

- Telephoning the Council
- Writing a letter to the Council
- Electronically by completing a form on the Council's website

Most of these changes will affect your Council Tax Discount Scheme in the following support week that the change occurred but changes in the amount of council tax payable will affect your Council Tax Discount Scheme from the day on which the change occurs.

Suspension and termination of Council Tax Discount Scheme

The Council will suspend or terminate entitlement to Council Tax Discount Scheme if they believe:

- There is a doubt over whether the entitlement conditions are being met
- The customer or someone acting on their behalf has failed to provide the information required by the Council to check the conditions are met
- It is believed the customer is no longer entitled to the Discount Scheme or does not have a liability to pay Council Tax
- The customer or someone acting on their behalf has failed to declare a change in their circumstances
- Any other reason as the Council feels necessary that will or may affect the entitlement to the Council Tax Discount Scheme received

Council Tax Discount Scheme MAY be reinstated when the Council is satisfied that there are:

- No outstanding matters to be resolved
- Or the appeal or request for leave has been decided
- Or the customer has provided the information or evidence required- as the case may be

Where Council Tax Discount Scheme has been suspended for failure to provide information or evidence and the customer does not respond within one month (or such longer period as may be considered reasonable in the circumstances) entitlement will be stopped.

These provisions are intended to replicate as far as reasonably practicable those currently applied for the purposes of the existing national Council Tax Benefit Scheme.

Time and manner of granting the reduction and recoveries/overpayments

Matters relating to the time and manner of granting the reduction, persons paid and dealing with over and under payments shall operate in the Council Tax Discount Scheme in a similar

way to how they currently operate under the existing Council Tax Benefit Scheme. This means that any excess payments (overpayments) of Council Tax Discount Scheme will be recovered in the main by debiting the council tax account and collected via normal Council Tax recovery methods.

This includes payments to next of kin where a person in receipt of Council Tax Discount Scheme dies, allowing the billing authority to make payment of the reduction amount to their personal representative or next of kin.

Where the council tax payer is entitled to an increase or decrease in their Council Tax Discount Scheme following a reported change in circumstance the Council will issue a revised Council Tax bill taking into account the increase or decrease in liability.

Annual Updates

If there are any significant changes to the Scheme, the Council will publish its proposals in advance of the new financial year and consult as appropriate.

However, changes to up-ratings such as Applicable Amounts/Living Allowances need not be consulted on.

Extended Payments

If your Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Incapacity Benefit, Severe Disablement Allowance or contributory Employment and Support Allowance stops because you have started work, then extended payments of Council Tax Discount Scheme are available.

Extended Payments of Council Tax Discount Scheme are available and the payment is an extra four weeks of support to help pay towards your Council Tax when certain other benefits stop because you are going back to work, working more hours or earning more money.

You do not have to claim an Extended Payment if you or your partner, or civil partner (and they remain a partner throughout the claim) have stopped getting one of the benefits mentioned below because one of you is expected to do one of the following for five weeks or more:-

- Return to work full time;
- Work more hours;
- Earn more money,

And you have been receiving one of the following:-

- Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance or a combination of these benefits continuously for at least 26 weeks; or
- Incapacity Benefit, Severe Disablement Allowance or contributory Employment and Support Allowance continuously for at least 26 weeks;
- You expect the work, increased hours or earnings to last five weeks or more;

Normally, you will get the same amount of Council Tax Discount Scheme as you did before your income-based Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance, Incapacity Benefit, Severe Disablement Allowance or contributory Employment and Support Allowance stopped for 4 weeks.

It is paid by the Council directly to your council tax account. The Council will decide whether or not you are entitled to an Extended Payment. The Council will also consider whether you are entitled to in-work Council Tax Discount Scheme. Once your extended payment period has ended, you can move onto in-work Council Tax Discount Scheme (provided you are entitled to it) without having to make a new claim.

If you do not get Pension Credit Guarantee, Income Support, income-based Jobseeker's Allowance, or income related Employment and Support allowance

Even if you do not get Pension Credit Guarantee, Income Support, income-based Jobseeker's Allowance, or income related Employment and Support allowance – YOU MAY STILL GET SOME HELP WITH PAYING YOUR COUNCIL TAX. This is worked out by comparing the maximum Council Tax Support you could get with:

- Your needs (called your living allowances or applicable amounts); and
- Your income and capital resources

Information and information sharing

The Council will use information provided by the Department for Work and Pensions and Her Majesty's Revenue and Customs for the purposes of Council Tax Discount Scheme, council tax liability, billing, administration and enforcement.

The Council may receive and obtain information and evidence relating to claims for Council Tax Discount Scheme, this may be obtained from:

- Persons making claims for Council Tax Discount Scheme
- Other persons in connection with such claims
- Other Local Authorities
- Central Government Departments including the Department for Work and Pensions and Her Majesty's Revenue and Customs

The Council may verify relevant information supplied to or obtained for the purpose of Council Tax Discount Scheme.

Counter Fraud and Compliance

In order to protect the finances of the Council and also in the interests of all Council Taxpayers, the Council will undertake such actions as allowed by law to:

- Prevent and detect fraudulent claims and actions in respect of Council Tax Discount Scheme
- Carry out investigations fairly, professionally and in accordance with the law
- Ensure that sanctions are applied in appropriate cases

Future Changes

The regulations mentioned in this document as “as amended”. This means the Council may have to update this document as and when legislation is changed by Central Government but this will not change the underlying principles of this document and the Scheme it represents.

It is the intention of the Council to continue to use the applicable amounts/living allowances, non dependant deductions and pension and benefit up-ratings set by the Department for Work and Pensions each year.

Applicable Amounts/Living Allowances in respect of Council Tax Discount Scheme as per The Council Tax Reduction (Prescribed Requirements) (England) (Amendment) Regulations 2012

Council Tax Discount Scheme rates for people who have not reached the qualifying age for State Pension Credit	April 2012 £ Weekly	April 2013 £ Weekly
<i>Personal Allowances</i>		
Single		
16 to 24 (18 to 24 in respect of Council Tax Discount Scheme)	56.25	56.80
25 or over	71.00	71.70
Any age – entitled to main phase rate ESA	71.00	71.70
Lone parent		
18 or over	71.00	71.70
Any age – entitled to main phase rate ESA	71.00	71.70
Couple		
One or both over 18	111.45	112.55
Any age – entitled to main phase rate ESA	111.45	112.55
Polygamous Marriages		
If the claimant is a member of a polygamous marriage and no members of the marriage have attained the age of 60		
For the claimant and the other party to the marriage	111.45	112.55
For each additional spouse who is a member of the same household as the claimant	40.45	40.85
Dependent children		
From birth to September following 16 th birthday	64.99	65.62
From September following 16 th birthday to day before 20 th birthday	64.99	65.62
<i>Premiums</i>		
Family Premium		
Family Premium	17.40	17.40
Family Premium (lone parent rate)	22.20	22.20
Disability Premium		
Single	30.35	31.00
Couple	43.25	44.20

Council Tax Discount Scheme rates for people who have not reached the qualifying age for State Pension Credit	April 2012 £ Weekly	April 2013 £ Weekly
Enhanced Disability Premium		
Single rate	14.80	15.15
Disabled child rate	22.89	23.45
Couple rate	21.30	21.75
Severe Disability Premium		
Single	58.20	59.50
Couple – one qualifies	58.20	59.50
Couple – both qualify	116.40	119.00
Disabled Child Premium	56.63	57.89
Carer Premium	32.60	33.30
Components ESA(IR) and ESA(C)		
Work related activity component	28.15	28.45
Support component	34.05	34.80
Deductions		
Non-dependant Deductions (Council Tax Discount Scheme)		
In receipt of State Pension Credit, Income Support, income-based Jobseeker's Allowance or income related Employment Support Allowance	Nil	Nil
Aged 18 or over and in remunerative work		
- gross income less than £186.00	3.30	3.65
- gross income not less than £186.00 but less than £322.00	6.55	7.25
- gross income not less than £322.00 but less than £401.00	8.25	9.15
- gross income not less than £401.00	9.90	10.95
Disregards		
Childcare charges	175.00	175.00
Childcare charges (2 or more children)	300.00	300.00
Additional earnings disregard	17.10	17.10
Income from subtenants disregard	20.00	20.00
Permitted Earnings disregard – higher	97.50	99.50
Permitted Earnings disregard – lower	20.00	20.00

Council Tax Discount Scheme rates for people who have not reached the qualifying age for State Pension Credit	April 2012 £ Weekly	April 2013 £ Weekly
<i>Capital limits</i>	£	£
Upper capital limit	16,000	16,000
Lower capital limit	6,000	6,000

**Applicable Amounts/Living Allowances in respect of Council Tax Discount Scheme as per
The Council Tax Reduction (Prescribed Requirements) (England) (Amendment) Regulations
2012**

Council Tax Discount Scheme rates for people who have reached the qualifying age for State Pension Credit	April 2012 £ Weekly	April 2013 £ weekly
<i>Personal Allowances</i>		
Single claimant aged under 65	142.70	145.40
Single claimant aged 65 or over	161.25	163.50
Lone parent aged under 65	142.70	145.40
Lone parent aged 65 or over	161.25	163.50
Couple		
One or both aged 60 or over, but both aged under 65	217.90	222.05
One member or both members aged 65 or over	241.65	244.95
Polygamous marriages		
If the claimant is a member of a polygamous marriage and none of the members of the marriage have attained the age of 65		
For the claimant and the other party to the marriage	217.90	222.05
For each additional spouse who is a member of the same household as the claimant	75.20	76.65
If the claimant is a member of a polygamous marriage and one or more of the members of the marriage are aged 65 or over		
For the claimant and the other party to the marriage	241.65	244.95
For each additional spouse who is a member of the same household as the claimant	80.40	81.45
Dependent children		
From birth to September following 16 th birthday	64.99	65.62
From September following 16 th birthday to day before 20 th birthday	64.99	65.62
<i>Premiums</i>		
Family Premium	17.40	17.40
Severe Disability Premium		
Single	58.20	59.50
Couple – one qualifies	58.20	59.50

Council Tax Discount Scheme rates for people who have reached the qualifying age for State Pension Credit	April 2012 £ Weekly	April 2013 £ weekly
Couple – both qualify	116.40	119.00
Enhanced Disability Premium		
Disabled child rate	22.89	23.45
Disabled Child Premium	56.63	57.89
Carer Premium	32.60	33.30
<i>Deductions</i>		
Non-dependant Deductions (Council Tax Discount Scheme)		
In receipt of State Pension Credit, Income Support, income-based Jobseeker's Allowance or income related Employment Support Allowance	Nil	Nil
Aged 18 or over and in remunerative work		
- gross income less than £186.00	3.30	3.65
- gross income not less than £186.00 but less than £322.00	6.55	7.25
- gross income not less than £322.00 but less than £401.00	8.25	9.15
- gross income not less than £401.00	9.90	10.95
<i>Disregards</i>		
Childcare charges	175.00	175.00
Childcare charges (2 or more children)	300.00	300.00
Additional earnings disregard	17.10	17.10
Income from subtenants disregard	20.00	20.00
Permitted Earnings disregard - higher	97.50	99.50
Permitted Earnings disregard - lower	20.00	20.00

<i>Capital Limits</i>	£	£
Upper capital limit – State Pension Credit guarantee credit NOT in payment	16,000	16,000
Upper capital limit – State Pension Credit guarantee credit in payment	No limit	No limit
Lower capital limit – above qualifying age for state Pension Credit	10,000	10,000

Second Adult Rebate in respect of State Pension Credit Age

Alternative Maximum Council Tax Benefit Rebate (% of Council Tax)	April 2012	April 2013
Second adult on IS, JSA(IB), State Pension Credit or ESA(IR)	25%	25%
Students	100%	100%
Second adult gross income		
- less than £183.00 per week	15%	15%
- not less than £183.00 but less than £239.00 per week	7.5%	7.5%