

Don't delay in making your claim

You can either call into a designated housing benefit and council tax benefit office to collect an application form, telephone to request an application form, or make your claim in writing by returning the 'tear-off' slip on this leaflet. We will then send you an application form to fill in and return.

Your benefit is considered from the day we receive your 'tear-off', letter, telephone call or form making a claim. An application can also be made by fax.

I wish to apply for council tax benefit

- I do not currently receive council tax benefit
- My savings are below £16,000 (non pensioner)
- I receive a low income
- I am a pensioner

Name

Date

Address

.....

.....

Phone number

You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 023 9284 1042



Corporate member of
Plain English Campaign.
Committed to clearer communication.

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Help with your council tax 2011/12

Revenues & Benefits

www.portsmouth.gov.uk

Enquiries

Contact the designated housing & council tax benefit offices, telephone or email.

Benefits service, Buckland

57-61 Kingston Road, Portsmouth, PO2 7DP

Benefits service, City south (Southsea & Somerstown areas) Ground floor, Civic Offices, Guildhall Square, Portsmouth PO1 2BE

Benefits service, Landport

24 Commercial Place, Portsmouth, PO1 4DT

Benefits service, Paulsgrove

195 Allaway Avenue, Portsmouth PO6 4GH

Benefits service, Leigh Park (including Wecock Farm area) 56 Stockheath Road, Havant PO9 5HQ

Telephone enquiries

023 9283 4556

Email hbsupportteam@portsmouthcc.gov.uk

Help with your council tax

What is council tax?

The council tax is the tax set by local councils to help pay for services. Most owner-occupiers or tenants, including joint tenants and council tenants, will have to pay the council tax. There will be one bill for each dwelling.

Who can claim council tax benefit?

Everyone with a low income who pays council tax.

How is it paid?

Council tax benefit is paid directly into your council tax account.

How is council tax benefit calculated?

The amount of help you receive depends on how much money you have coming in, your personal circumstances, your savings and the amount of council tax you have to pay. If you have a partner, your combined income and savings will be looked at to see what help you and your partner can receive. (See the table on this leaflet).

You can't claim council tax benefit if either you, or your partner, or both of you together, have more than £16,000 in savings – apart from pensioners in receipt of guaranteed pension credit.

Second adult rebate

You may be able to claim second adult rebate if you have to pay council tax and you live with someone else, other than your partner or dependant child. The other person must be 18 or over, not paying rent, not responsible to pay council tax, and have income gross weekly income below £231.00. The other person cannot be someone who is 'disregarded' when the local authority work out whether you can get a discount in the amount of council tax that you pay.

To claim second adult rebate, you have to give information about the income of the adult (or adults) living with you. Your own income and capital are not taken into account for second adult rebate.

If you live in the Leigh Park or Wecock Farm area you should claim council tax benefit from Havant Borough Council.

TOP WEEKLY NET INCOMES FOR COUNCIL TAX BENEFIT 2011/2012					
Single people (with discount awarded)					
Band	18 – 24	25 yrs +	Lone parent with one child	Lone parent with two children	Pensioner
A	£115.80	£129.85	£214.45	£276.70	£199.70
B	£126.65	£140.70	£225.25	£287.55	£210.55
C	£137.45	£151.50	£236.05	£298.35	£221.35
D	£148.25	£162.30	£246.85	£309.15	£232.15
These are top incomes, giving an award of around 50p or less.					
Couples					
Band	No children	With one child	With two children	Pensioner	
A	£189.95	£269.70	£332.00	£293.70	
B	£204.35	£284.10	£346.40	£308.10	
C	£218.80	£298.55	£360.85	£322.55	
D	£233.20	£312.95	£375.25	£336.95	

If your property is in Bands E to H and you wish to know whether you might qualify for benefit, please contact the appropriate Benefit Office