

*cyf*

*no*



2 MARSHAM STREET  
LONDON SW1P 3EB  
01-276 3000

My ref:

Your ref:

Paul Gray Esq  
Private Secretary to  
The Prime Minister  
10 Downing Street  
LONDON  
SW1A 2AA

*5* May 1989

*Dear Paul*

You asked for a note which you could draw on for dealing with press inquiries about the treatment, for community charge purposes, of the various residences occupied by the Prime Minister. This is attached.

*Yours*

A D RING  
Private Secretary

PRIME MINISTER AND THE COMMUNITY CHARGE - LINE TO TAKE

The Prime Minister, like any other individual, will pay the personal community charge at her sole or main residence. The decision as to what constitutes an individual's sole or main residence lies initially with the charging authority Community Charges Registration Officer (CCRO), in consultation, if necessary, with the CRRO of the other area(s) involved. There is a right of appeal. It seems likely, however, that the Prime Minister's main residence is No.10.

Thus the Prime Minister will pay the personal community charge to Westminster City Council from her flat in No.10. No.10 is likely to be classed as a composite hereditament (ie part domestic and part non-domestic). This means the "office" parts of No.10 will be business rated by the Treasury Valuer and, since it is a Crown property, a contribution in lieu will be paid by the Crown to Westminster City Council.

The standard community charge will arise on domestic property which is no-one's sole or main residence and will be paid by the owner or long leaseholder of the property. The Prime Minister's house in Dulwich is likely to be subject to the standard charge, which is levied on second homes at a rate of 0,  $\frac{1}{2}$ , 1,  $1\frac{1}{2}$  or 2 times the local personal community charge. The multiplier chosen for second homes and other classes of property is a matter for the discretion of each local authority (London Borough of Southwark in this case).

The Prime Minister is also provided with an official residence at Chequers. This is not a Crown occupation and is thus currently rateable. The rates bill is met by the Trustees. It will be for the local District Valuer to determine whether any "office" accommodation at Chequers should be business rated; and for the local CCRO (in consultation with any other CCROs as necessary) to decide whether the domestic parts form anyone's sole or main residence. If the domestic parts forming the official residence are subject to a standard community charge this will be met by the Trustees. Neither the Prime Minister nor the Crown will have <sup>community charge or rates</sup> commitments in respect of Chequers.

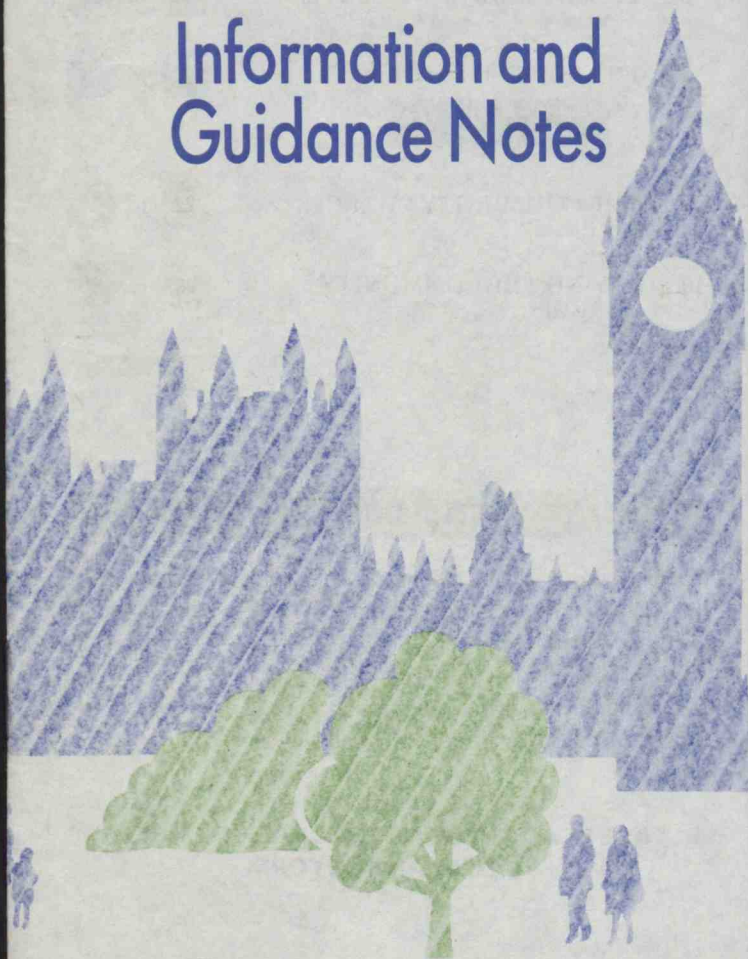
It will be unusual, though not impossible, for members of the same household to have their main residence at different addresses. Thus Mr Thatcher is also likely to have his main residence at No.10, and will pay the personal community charge from that address.



● City of Westminster  
SOHN MILLS

# Community Charge

Information and  
Guidance Notes



# COMMUNITY CHARGE

Information and Guidance Notes

## CONTENTS

Page	Notes
1. INTRODUCTION	
2. YOUR QUESTIONS ANSWERED	1 to 7
4. FILLING IN THE FORM	8 to 12
<b>PARTS 1 &amp; 2</b>	
6. EXEMPTIONS AND REBATES	13 to 16
8. FILLING IN THE FORM	17 to 21
<b>PARTS 3-8</b>	
9. THE COMMUNITY CHARGES REGISTER	22 to 27
10. PAYING THE COMMUNITY CHARGE	28 to 30

## INTRODUCTION

From 1st April, 1990, all domestic rates will cease to exist since the Government are to replace domestic rates with a system of community charges.

These notes explain how the new law, the Local Government Finance Act 1988, will affect you and why you should complete this form.

**PLEASE READ THESE NOTES CAREFULLY BEFORE FILLING IN THE FORM**

## YOUR QUESTIONS ANSWERED

### 1 WHAT IS THE COMMUNITY CHARGE?

The community charge is an amount which most people will have to pay towards the cost of local services such as education, refuse collection, libraries and police. It will replace your domestic rates (or any contribution towards rates paid with your rent). Adults over the age of 18, including foreign citizens, will pay a personal community charge unless they fall within one of the exemptions described in note 14.

### 2 WHY IS THIS INFORMATION REQUIRED?

The Community Charges Registration Officer will set up a register of everyone who has to pay, using the information given on the community charge registration forms.

### 3 WHO CAN FILL IN THE FORM?

Anyone who lives at the address shown in **PART 1** on the form can fill it in. *Someone* who lives at the address *should* fill it in. If you are the owner, tenant or subtenant and this form is addressed to you by name, you should fill it in (even if you do not live at the address on the form). If no-one lives at the address on the form and you are the owner, tenant or subtenant, please fill it in.

### 4 WHEN SHOULD I RETURN THE FORM?

You should return the form, completed and signed, within 21 days of the date of issue or by the return date shown on the form.



## 5 WHAT WILL HAPPEN WHEN I RETURN THE FORM?

Once you have filled in and posted the form to the address shown, the Registration Officer will use the information to compile the community charges register for your area. In some cases the Registration Officer may need to ask you, or other people in the household, for more information.

These notes are to help you to fill in the form. If it is not correctly filled in, or is not complete, the Registration Officer will contact you.

## 6 WILL ANYONE CALL AT MY PROPERTY?

Yes, it may be necessary for someone to call at your property if you fail to return the form or if it is not correctly filled in.

Anyone who does visit will have an identity card which you should ask to see before letting them in.

If you are not sure about anyone's identity in this connection, you should telephone 01-798 3376 to check.

## 7 WHAT WILL HAPPEN IF THE FORM IS NOT RETURNED OR INCORRECTLY COMPLETED?

Anyone who is the owner, tenant, subtenant or occupier of the address shown on the registration form is a responsible individual for that address. This means that they will be required to give the Registration Officer the information needed to set up the community charge register. A failure could result in a penalty.

**NOTE:** In accordance with the Local Government Finance Act 1988, failure to supply or supplying false information following a request may result in a penalty of £50 being imposed by the Registration Officer. A subsequent failure to supply the information may result in a further penalty of £200.

## FILLING IN THE FORM

### PART 1

### THE PROPERTY TO BE REGISTERED

8 This section describes the property for which this form has been sent. If any details are incorrect you should let the Registration Officer know. Tick the box and give the correct details on the back of the form in **PART 8**.

### PART 2

### RESIDENTS

## 9 WHO SHOULD BE INCLUDED IN PART 2 OF THE FORM?

Please list everyone who normally lives at your address who is 18 and over, or who will become 18 between now and 1st April 1991. Please give the date of birth of those people who will become 18 between now and 1st April 1991. You do not have to list people who are staying at your address on the day you fill in the form but who normally live somewhere else (for example, people spending a short holiday with you).

You should, however, include on the form anyone who lives for part of the time at your address and part of the time somewhere else. For example:

- ⊗ a person may work away from home and live at another address for part of the week;
- ⊗ they may spend part of the year in another home;
- ⊗ or they may have lodgings in your house, but have a 'home' elsewhere.

For each person listed you should say whether the address shown on the form is their only home; you do this by writing 'YES' or 'NO' in the appropriate column against their name. If a person has another home, the Registration Officer will contact them for further details.

## 10 WHAT SHOULD I DO IF I HAVE MORE THAN ONE HOME?

If you have more than one home and the address on the form is not your main home, please fill in your name in **PART 2** and then complete **PART 4**.

When you fill in **PART 4**, please say whether the address on the form is a second home, holiday home, business let or lodgings.

## 11 WHAT IF THE PROPERTY IS VACANT?

Even if no one normally lives at the property, you should still fill in and return the form. Write 'NONE' in **PART 2** and then complete **PART 3**.

## 12 WHAT ABOUT PLACES WHERE PEOPLE ONLY STAY FOR A SHORT TIME?

If there are many different people living at your address most of whom will only stay for a short time – for example, if you run a lodging house or hostel – please tick the appropriate box in **PART 2**.

## EXEMPTIONS AND REBATES

### 13 WILL STUDENTS PAY THE FULL COMMUNITY CHARGE?

No, students will be entitled to apply for a discount. If they are eligible they will be required to pay *only 20 per cent* of the community charge. If someone at your address is a student in full-time higher or further education, please fill in their name in **PART 2** and place a tick alongside their name in the column headed 'Full-time Students'. Please do this whether or not your address is the student's term-time address. (A student's term-time address counts as his or her 'main home'.)

### 14 WILL THERE BE OTHER EXEMPTIONS?

People listed in the groups below will be exempt and will not have to pay the personal community charge. Even if you think that you or someone in your home may be exempt, you should include their name on the form.

Please read the list carefully. Each section which describes a group is marked with a capital letter. If, having read the list, you think that someone living at your address might be exempt, write the appropriate capital letter alongside their name in the exemption column.

For example, for someone who is 18 but still at school, you would write 'A'.

The Registration Officer will then send for their details.

- (A) People who are 18 and still at school. These will be people for whom child benefit can be claimed.
- (B) Adults whose main or only home is an NHS hospital. This will include people who have given up their homes, or intend to do so, to live in hospital, and people detained under the Mental Health Act 1983.
- (C) Adults whose main or only home is a nursing home, residential care home or hostel providing a substantial level of care, who are receiving care or treatment there.



- D** Adults who are severely mentally impaired. The registration officer will require confirmation from a doctor.
- E** Adults working as volunteer care workers – ie, people employed in charitable or non-profit making concerns to provide care or support to other people in return for pocket money.
- F** Members of religious communities devoted to prayer, contemplation, education or the relief of suffering, and who have no income or capital of their own.
- G** Foreign diplomats, members of overseas forces, and international headquarters staff and their families (for whom there are special arrangements under international agreements).
- H** Convicted and remand prisoners except those held in detention for non-payment of a fine or community charge.

**15 WHAT SHOULD I DO IF I AM NOT SURE WHETHER SOMEONE IS EXEMPT?**

Either write in for more information or telephone the number given on the form and someone will be able to help you.

**16 WILL THERE BE ANY REBATES FROM THE COMMUNITY CHARGE?**

Rebates (known as community charge benefits) of up to 80 per cent will be available once the community charge is under way. If someone at your address would like further information about rebates, you can get this by ticking the box marked 'rebate' alongside their name in **PART 2**. The Council will send them further information before the payment of community charge becomes due.

**FILLING IN THE FORM**

**PARTS 3 & 4**

**VACANT PROPERTY & SECOND HOMES**

- 17** If the property is not used as anyone's main or only home, a standard community charge may be payable to the Council. The information given in **PART 3 & 4** will enable the Council to decide what charge will, if any, be due.

**PART 5**

**CHANGES**

- 18** If you think that the information you have given will change before April 1990, for example, you think you or anyone listed will be moving, or someone may be starting or finishing a full-time course of education, please tick the box and a new form will be sent to you.

**PART 6**

**ADDITIONAL INFORMATION**

- 19** If there is more than one 'household' in the property described in **PART 1**, the Registration Officer will need to send a separate form to someone in the other household to complete. Please tick the appropriate box and give as much detail as possible.

**PART 7**

**DECLARATION**

- 20** It is important that you complete this declaration and sign the form before you send it back.

**PART 8**

**AMENDED DETAILS**

- 21** If any of the details shown in **PART 1** are incorrect, for example, your forwarding address, name or the property description, you should give the correct information here.

## THE COMMUNITY CHARGES REGISTER

### 22 CAN I SEE MY ENTRY ON THE REGISTER?

The register will come into force on 1st December 1989, and around that date everyone whose name appears on the register will be sent a copy of their own entry. They will then be able to check that their entry is correct, and have it amended if necessary.

Whenever someone's details change (for example, because they move house) they will be sent a copy of their register entry. They will also be able to see their register entry and get a copy of it at any other time.

### 23 WILL THE REGISTER BE ON DISPLAY?

Part of the register, an extract giving *names and addresses only* will be on display at the Council offices. This will not be available for people to keep and the Council is not allowed to sell it.

### 24 WILL THE INFORMATION ON THE REGISTER BE USED FOR ANYTHING ELSE?

Where appropriate the information shown on the register may be used by other departments of the Council in carrying out their normal functions.

### 25 WHAT SHOULD I DO IF I AM WORRIED ABOUT MY NAME APPEARING IN THE EXTRACT?

There are some cases where it would not be wise for details of people's names and home addresses to be made public.

The Registration Officer can leave out individual's names from the extract if they are in danger of physical violence. For further details, please contact the address on the registration form. *(But please note that you still have to fill in the registration form even if you think that someone's name should not appear on the extract.)*

### 26 WHAT SHOULD I DO IF I DO NOT THINK THAT MY NAME SHOULD BE ON THE REGISTER?

Later this year you will be sent a copy of your register entry. If you think that your name should not be on the register, or if you disagree with the information which is shown about you on the register, you will have the right to appeal. Details of how to appeal will be sent to you with the copy of your register entry.

## WHAT HAPPENS IF I MOVE HOUSE OR CHANGE CIRCUMSTANCES?

Everyone whose name is on the register must, by law, tell the Community Charges Registration Officer about any change that will affect their own register entry, within 21 days of the change. For example, if they move house they must let the Registration Officer know.

You should let the Registration Officer know about any change which affects the information you have given on this form. If you tick the box in **PART 5**, a form will be sent to you or you can simply write to the address on the form giving all the relevant details.

## PAYING THE COMMUNITY CHARGE

### 28 WHEN WILL MY FIRST BILL ARRIVE?

Your first community charge bill will arrive around 1st April 1990. You will be able to pay it in instalments.

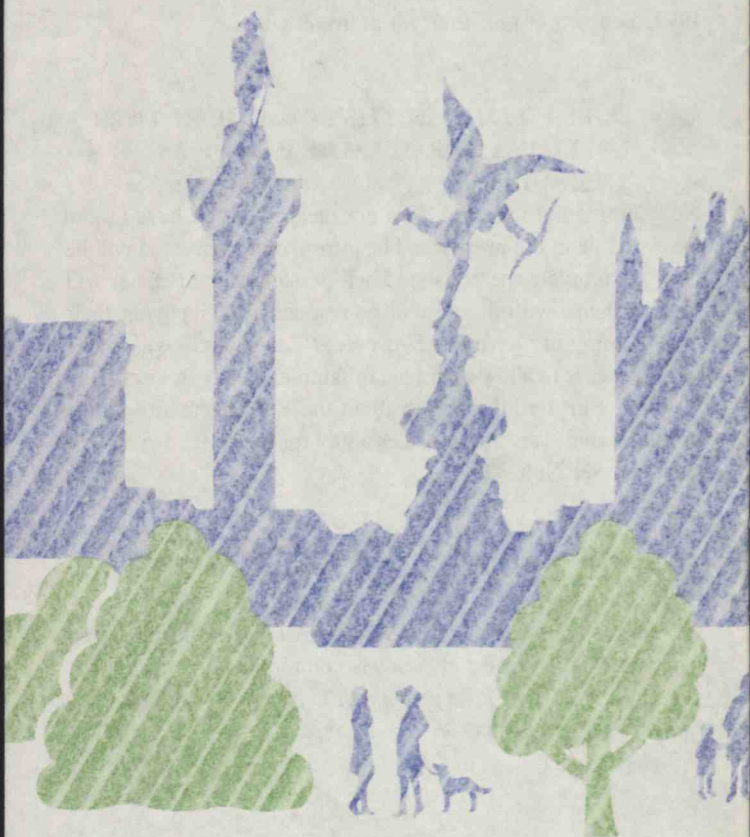
### 29 DOES FILLING IN THE FORM MEAN THAT I WILL PAY FOR ALL THE PEOPLE AT THE ADDRESS?

No. Completing the form does not mean that you have to pay for everyone in the property. The information requested will be used to complete the register. Each person on the register will be sent their own bill and will be responsible for paying their own community charge. However, the Council will make arrangements to allow members of families to pay their charges together. Further information about these arrangements will be sent later this year. Special rules apply for husbands, wives and partners. See Note **30**.

### 30 WHAT ABOUT MY WIFE/HUSBAND/ PARTNER'S COMMUNITY CHARGE?

If a couple are married, or are living together as husband and wife, each will receive their own community charge bill for payment. *However, if one person fails to pay their own community charge, their partner may be required to pay.*





Produced by Computastat