

SCHEDULE 1

Regulation 2(1) and (2)

PART I

**FORM AND CONTENTS OF COMMUNITY CHARGE DEMAND NOTICE
FORM A**

Status: This is the original version (as it was originally made).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

COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

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

[Reference/Account Numbers (if any)]

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

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

Less Government Standard Spending Grant
 Business rates

Charge before adjustment

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

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

PERSONAL COMMUNITY CHARGE FOR 19

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

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

AMOUNT PAYABLE BY YOU

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

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

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PAYMENT INSTRUCTIONS

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

EXPLANATORY NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FORM B

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COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

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

[Reference/Account Numbers (if any)]

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

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

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

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

Less Government Standard Spending Grant
 Business rates

Charge before adjustment

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

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

PERSONAL COMMUNITY CHARGE FOR 19

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

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

AMOUNT PAYABLE BY YOU

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

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

PAYMENT INSTRUCTIONS

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

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EXPLANATORY NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* The words in parentheses may be omitted if inapplicable.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FORM C

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COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

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

[Reference/Account Numbers (if any)]

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

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

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

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

PERSONAL COMMUNITY CHARGE FOR 19

[Insert:

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

† But see explanatory note on Government Standard Spending Grant.

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

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

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EXPLANATORY NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- * The words in parentheses may be omitted if inapplicable.
 - ** This line may be omitted if inapplicable.
 - *** This line is to be omitted if inapplicable.
 - **** This note is to be omitted if inapplicable.
 - ***** This note may be omitted if inapplicable.
 - ***** Use one of these notes on standard community charge classes.
 - (a) Insert the amount described in paragraph 1 of Part II of Schedule 1 rounded to the nearest pound.
 - (b) Insert the amounts calculated under paragraph 2(2) of Part II of Schedule 1 for appropriate precepting authorities against the names of the authorities concerned as indicated.
 - (c) Insert the amount calculated under paragraph 2(1) of Part II of Schedule 1.
 - (d) Insert the amount calculated under paragraph 3 of Part II of Schedule 1.
 - (e) Insert the amount calculated under paragraph 4 of Part II of Schedule 1.
 - (f) Insert the amount calculated under paragraph 5 of Part II of Schedule 1.
 - (g) Insert the amount calculated under paragraph 6 of Part II of Schedule 1.
 - (h) Insert the amount calculated under paragraph 7 of Part II of Schedule 1.
 - (i) Insert the amount calculated under paragraph 8 of Part II of Schedule 1.
 - (j) Insert the amount calculated under paragraph 9 of Part II of Schedule 1.
 - (k) Insert the amount described in paragraph 10 of Part II of Schedule 1.
 - (l) Insert the amounts described in paragraph 11 of Part II of Schedule 1 for the charging authority and appropriate precepting authorities against the names of the authorities concerned as indicated.
 - (m) Insert the amount described in paragraph 1 of Part II of Schedule 1.
 - (n) Insert the amount calculated under paragraph 16 of Part II of Schedule 1.
 - (o) Insert the amount calculated under paragraph 17 of Part II of Schedule 1.

FORM D

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COMMUNITY CHARGE BILL, 19[]

[Name of Charging Authority]

Date of issue:

[Officer and address of officer issuing notice]

To: [Name and address of chargepayer]

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

[Reference/Account Numbers (if any)]

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

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

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

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

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

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

PERSONAL COMMUNITY CHARGE FOR 19

Daily amount payable by collective charge contributor

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

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

EXPLANATORY NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- * The words in parentheses may be omitted if inapplicable.
- ** This line may be omitted if inapplicable.
- *** This line is to be omitted if inapplicable.
- **** This note is to be omitted if inapplicable.
- ***** This note may be omitted if inapplicable.
- (a) Insert the amount described in paragraph 1 of Part II of Schedule 1 rounded to the nearest pound.
- (b) Insert the amounts calculated under paragraph 2(2) of Part II of Schedule 1 for appropriate precepting authorities against the names of the authorities concerned as indicated.
- (c) Insert the amount calculated under paragraph 2(1) of Part II of Schedule 1.
- (d) Insert the amount calculated under paragraph 3 of Part II of Schedule 1.
- (e) Insert the amount calculated under paragraph 4 of Part II of Schedule 1.
- (f) Insert the amount calculated under paragraph 5 of Part II of Schedule 1.
- (g) Insert the amount calculated under paragraph 6 of Part II of Schedule 1.
- (h) Insert the amount calculated under paragraph 7 of Part II of Schedule 1.
- (i) Insert the amount calculated under paragraph 8 of Part II of Schedule 1.
- (j) Insert the amount calculated under paragraph 9 of Part II of Schedule 1.
- (k) Insert the amount described in paragraph 10 of Part II of Schedule 1.
- (l) Insert the amounts described in paragraph 11 of Part II of Schedule 1 for the charging authority and appropriate precepting authorities against the names of the authorities concerned as indicated.
- (m) Insert the amount described in paragraph 1 of Part II of Schedule 1.
- (n) Insert the amount calculated under paragraph 16 of Part II of Schedule 1.
- (o) Insert the amount calculated under paragraph 17 of Part II of Schedule 1.

PART II

CALCULATION AND IDENTIFICATION OF CERTAIN MATTERS TO BE CONTAINED IN COMMUNITY CHARGE DEMAND NOTICE

1. The amount of the community charge for standard spending as calculated by the Secretary of State in accordance with paragraph 2.5 of the distribution report (or in accordance with any equivalent provision of any later report made by him under section 80 of the Act and approved by resolution of the House of Commons), as that amount is last notified by him to the charging authority.

- 2.—(1) An amount for the charging authority equal to the aggregate for the authority of—
- (a) the amount of every item which, pursuant to section 33(3)(b) of the Act, represents special expenses of the authority for the relevant year relating to a part of the area of the authority relevant to the notice concerned, and which is to be provided for under the relevant charge or by such other means as are mentioned in section 32(3) of the Act, divided by the relevant population of the part for the item in question; and
 - (b) such portion of the amount last calculated by the charging authority for the relevant year under section 95(4) of the Act⁽¹⁾ as is not to be provided for as special expenses for that year pursuant to section 33(3)(b) of the Act, divided by the relevant population of its area.
- (2) An amount for each appropriate precepting authority equal to the aggregate for it of—
- (a) insofar as its precept or a portion of it issued to the charging authority relates only to a part of the area of the charging authority (being a part relevant to the demand notice concerned), the amount of the precept or (as the case may be) every such portion, divided by the relevant population of that part for the precept or portion in question; and
 - (b) insofar as its precept or a portion of it issued to the charging authority relates to all of the area of the charging authority, the amount of the precept or (as the case may be) the portion, divided by the relevant population of that area.

(1) Section 95 was amended by the Local Government and Housing Act 1989 (c. 42), Schedule 5, paragraph 63.

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3. An amount representing the unadjusted amount of revenue support grant per head, being the amount by which the sum of the standard assessments per head mentioned in paragraph 11 for the notice (after rounding in accordance with paragraph 8(1) of Part III) as last notified by the Secretary of State exceeds the sum of—

- (a) the amount mentioned in paragraph 1 last notified by him (after such rounding), and
- (b) the amount found in accordance with paragraph 4 (after such rounding).

4. The amount found by dividing the amount notified to the charging authority under paragraph 9(8) of Schedule 8 to the Act in respect of the relevant year by the relevant population of its area.

5. The amount by which the sum of the amounts calculated under paragraph 2 (after rounding in accordance with paragraph 8(1) of Part III) exceeds the sum of the amounts found in accordance with paragraphs 3 and 4 (after such rounding).

6. The amount found by dividing the amount of any adjustment to the amount of revenue support grant payable to the charging authority with respect to the relevant year pursuant to any report approved under section 84(5) of the Act by the relevant population of its area.

7. The amount found by dividing the amount of low rateable value areas grant which may be paid to the charging authority for the relevant year in accordance with the special grant report by the relevant population of its area.

8. The amount found by dividing the amount of Inner London education grant which may be paid to the charging authority for the relevant year in accordance with the special grant report by the relevant population of its area.

9. The amount of any adjustment necessary so that the amount calculated under paragraph 5, after addition or deduction (as the case may be) of any amount calculated under paragraph 6 (as rounded in accordance with paragraph 8(1) of Part III), and after addition of any amount calculated under paragraphs 7 and 8 so rounded, is equal to the amount mentioned in paragraph 10.

10. The relevant charge.

11. The standard spending assessment per head for the charging authority and (subject to paragraph 2(5) of Part III) for each appropriate precepting authority, being the amount of the assessment per head applicable to the whole of the area of the charging or precepting authority concerned, or (as the case may be) to the part of the area of the precepting authority concerned which is relevant to the notice, as calculated by the Secretary of State and last notified by him to the charging authority.

12. The amount which is demanded under the notice in respect of the community charge concerned, or (if any amounts fall to be shown in a notice under paragraph 13, 14 or 15) which would be demanded in respect of it but for the reductions or increase represented by the amounts so shown.

13. The amount by which the amount demanded under the notice is less than it would otherwise be by virtue of that amount being calculated by reference to regulations under section 13A of the Act⁽²⁾ (disregarding any reduction or assumed reduction arising or which would have arisen in consequence of any such provision as is mentioned in paragraph 14).

14. The amount of any reduction in the amount demanded under the notice which is attributable to a reduction, or assumed or expected reduction, in the amount a person is liable to pay in respect of the community charge concerned as it has effect for the relevant year in consequence of any provision included in regulations under section 31A(1) of the Social Security Act 1986⁽³⁾.

(2) Section 13A was inserted by the Local Government and Housing Act 1989 (c. 42), Schedule 5, paragraph 5.

(3) 1986 c. 50; sections 31A and 31D were inserted by the Local Government Finance Act 1988 (c. 41), Schedule 10, paragraph 6.

15. The amount of any addition to the amount demanded under the notice which is attributable to excess community charge benefit which is being recovered in the manner described in section 31D(3)(b) of that Act.

16. An amount equal to the aggregate of—

- (a) the amount of any specific grants which the charging authority received or expects to receive in respect of the relevant year, which it took into account in last making its calculation under section 95(3) of the Act for that year, and which it proposes to apply to defray special expenses for a part of its area relevant to the demand notice concerned, divided by the relevant population of that part;
- (b) the amount of any specific grants which the charging authority received or expects to receive in respect of the relevant year, which it took into account in last making its calculation under section 95(3) of the Act for that year, and which it does not propose to apply to defray its special expenses, divided by the relevant population of its area;
- (c) the amount of any specific grants which each relevant precepting authority received or expects to receive in respect of the relevant year, which it took into account in calculating the amount of its precept, and which it proposes to apply to defray special expenses for a part of its area relevant to the demand notice concerned, divided by the relevant population of that part; and
- (d) the amount of any specific grants which each relevant precepting authority received or expects to receive in respect of the relevant year, which it took into account in calculating the amount of its precept, and which it does not propose to apply to defray its special expenses, divided by the relevant population of its area.

17. An amount equal to the aggregate of—

- (a) the amount of any fees, charges or other income (but not specific grants) which the charging authority received or expects to receive in respect of the relevant year, or of any reserves which it used or expects to use in respect of that year, being an amount which it took into account in last making its calculation under section 95(3) of the Act for the year, and which it proposes to apply to defray special expenses for a part of its area relevant to the notice concerned, divided by the relevant population of that part;
- (b) the amount of any fees, charges or other income (but not specific grants) which the charging authority received or expects to receive in respect of the relevant year, or of any reserves which it used or expects to use in respect of that year, being an amount which it took into account in last making its calculation under section 95(3) of the Act for the year, and which it does not propose to apply to defray its special expenses, divided by the relevant population of its area;
- (c) the amount of any fees, charges or other income (but not specific grants) which each relevant precepting authority received or expects to receive in respect of the relevant year, or of any reserves which it used or expects to use in respect of that year, being an amount which it took into account in last calculating the amount of its precept for that year, and which it proposes to apply to defray special expenses for a part of its area relevant to the notice concerned, divided by the relevant population of that part; and
- (d) the amount of any other fees, charges or other income (but not specific grants) which each relevant precepting authority received or expects to receive in respect of the relevant year, or of any reserves which it used or expects to use in respect of that year, being an amount which it took into account in last calculating the amount of its precept for that year and which it does not propose to apply to defray its special expenses, divided by the relevant population of its area.

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PART III

INTERPRETATION,ETC

1. References in paragraph 2(2) of Part II to a precept of an appropriate precepting authority are references to the precept by reference to which the charging authority set the relevant charge; save that—

- (a) if the charging authority set that charge by reference to an amount included under section 37(3), (4) or (8) of the Act in respect of the appropriate precepting authority, the references are references to the amount included under those provisions, or
- (b) if, at the time the charging authority sets that charge, an appropriate precepting authority has not issued a precept for the relevant year and no such amount as is mentioned in paragraph (a) was included, or if no portion of a precept (or no such amount as is mentioned in paragraph (a)) for an appropriate precepting authority by reference to which the charging authority last set an amount under sections 32, 34 or 35 of the Act for the relevant year relates to a part of the charging authority's area relevant to the notice concerned, the amount mentioned in that paragraph 2(2) for the appropriate precepting authority is to be treated as 0.

2.—(1) As regards—

- (a) an appropriate precepting authority which is neither a county council whose area falls partly inside and partly outside the Metropolitan Police District nor the Receiver for the Metropolitan Police District, or
- (b) a charging authority,

for the purposes of paragraph 11 of Part II there is (subject to sub-paragraph (5)) to be a standard spending assessment per head for the whole of its area to be calculated by the Secretary of State and notified by him, found by him by dividing the standard spending assessment of the authority (calculated in accordance with paragraphs 3.1 to 3.58 and 4.1 of the distribution report) by the relevant population of its area.

(2) As regards the Receiver for the Metropolitan Police District or a county council whose area falls partly inside and partly outside the Metropolitan Police District, for the purposes of paragraph 11 of Part II there are to be different standard spending assessments per head for the part of its area for which expenses are treated as special expenses for the purposes of grant distribution (as described in Part II of Annex E of the distribution report) and for the part for which no such expenses are so treated, calculated in accordance with sub-paragraphs (3) and (4).

(3) The standard spending assessment per head for the part of the area of the authority concerned for which there are expenses treated as mentioned in sub-paragraph (2) is to be found by—

- (a) taking the standard spending assessment for the authority calculated in accordance with paragraphs 3.1 to 3.58 and 4.1 of the distribution report;
- (b) taking the elements of that assessment which are applicable to those expenses and dividing them by the population of the part;
- (c) taking the elements of that assessment which are not so applicable and dividing them by the population of its area; and
- (d) adding the amounts found under paragraphs (b) and (c).

(4) The standard spending assessment per head for the part of the area of the authority concerned for which there are no expenses treated as mentioned in sub-paragraph (2) is equal to the amount found under sub-paragraph (3)(c) above.

(5) For the purposes of sub-paragraph (1) and paragraph 11 of Part II, a charging authority, a parish council in the area of the authority, a chairman of a parish meeting for a parish in that area,

and charter trustees (insofar as they carry out functions in that area) are together to have a single standard spending assessment per head for the area of the charging authority, calculated by reference to the standing spending assessment of that authority and the relevant population of its area.

(6) The population of part of the area of a precepting authority (“the relevant part”) for the purposes of sub-paragraph (3)(b) is the sum of the populations of the areas of charging authorities, or (as the case may be) of the parts of areas of charging authorities, which fall within the relevant part, being the populations of the areas or parts used for the purposes of grant distribution as described in paragraph 8 of Annex E of the distribution report.

(7) The population of the area of a precepting authority for the purposes of sub-paragraph (3)(c) is—

- (a) in the case of the Receiver for the Metropolitan Police District, the sum of—
 - (i) the populations of the parts of areas of charging authorities comprised in the Metropolitan Police District as set out in paragraph 3 of that Annex, and
 - (ii) the relevant populations of the areas of charging authorities which are comprised wholly within that District;
- (b) in the case of any other appropriate precepting authority, the relevant population of its area.

(8) References in this paragraph to a provision of the distribution report include references to any equivalent provision of a later report made under section 80 of the Act and approved by resolution of the House of Commons.

3. References in paragraphs 16(c) and (d) and 17(c) and (d) of Part II—

- (a) to a relevant precepting authority are references to a precepting authority which has issued a precept to the charging authority for the relevant year all or part of which was taken into account when the charging authority set the relevant charge; and
- (b) to its precept are references to that precept.

4. In Part II and this Part “appropriate precepting authority” means a precepting authority which has power to issue a precept to the charging authority concerned for the relevant year relating to all of the area of the charging authority or to a part of that area relevant to the notice concerned (whether it has in fact done so or not).

5. For the purposes of Part II and this paragraph—

- (a) the relevant population of the area of a charging authority is its relevant population notified under paragraph 4(4) of Schedule 12A to the Act(a) for the relevant year;
- (b) the relevant population of a part of the area of a charging authority is its relevant population calculated by the authority for the relevant year under rules made under paragraph 6(2) of that Schedule or (as the case may be) which would be so calculated if the relevant population needed to be found for the purposes of section 69 of the Act(4) for that year;
- (c) the relevant population of the area of a precepting authority is the aggregate for the relevant year of the relevant populations of such of the areas, or the parts of the areas (as the case may be), of charging authorities as are comprised within the area of the precepting authority;
- (d) the relevant population of a part of the area of a precepting authority (“the relevant part”) is the aggregate for the relevant year of the relevant populations of such of the areas, or the parts of the areas (as the case may be), of charging authorities as are comprised within the relevant part.

(4) Schedule 12A was inserted by the Local Government and Housing Act 1989 (c. 42), Schedule 5, paragraph 74, and section 69 was amended by paragraph 50 of that Schedule.

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6. Where a precepting authority does not know the relevant population of a part of its area for the purposes of paragraph 16(c) or 17(c) of Part II and regulation 4(2)(c) or (d), references in that paragraph 16(c) or 17(c) to the relevant population of the part are references to the estimate of the precepting authority of that population.

7. References in Part II and this Part to a matter last done are references to it last done before the issue of the notice concerned.

8.—(1) The following amounts shall be rounded up or down (as the case may be) to the nearest whole penny—

- (a) the amount mentioned in paragraph 1 of Part II which is to be notified by the Secretary of State and contained in a notice;
- (b) an aggregate amount mentioned in paragraph 2(1) and (2) of that Part for an authority which is to be contained in a notice;
- (c) an amount found in accordance with paragraphs 4 and 6 to 8 of that Part which is to be contained in a notice;
- (d) the standard spending assessments per head found in accordance with paragraph 2 above which are to be notified by the Secretary of State and contained in a notice pursuant to paragraph 11 of Part II; and
- (e) an aggregate amount mentioned in paragraphs 16 and 17 of that Part for an authority which is to be contained in a notice.

(2) Where the amount mentioned in paragraph 1 of Part II is required under Part I to be rounded to the nearest whole pound, it shall (after rounding under sub-paragraph (1)(a) above) be further rounded to that nearest pound.

(3) Where an amount which falls to be rounded to the nearest whole penny is an amount which is an exact multiple of a half penny, it shall be rounded down.

(4) Where an amount which falls to be rounded to the nearest whole pound is an amount which is an exact multiple of 50 pence, it shall be rounded down.