

# Council Tax Support

V1.0417

## Council Tax Support – How to apply

**Council Tax** is a local taxation system on domestic properties. It is set and collected by local authorities.

**Council Tax Support** helps people to manage their Council Tax bills if they are on a low income. This will then be shown on your bill as a reduction.

For full details or to make an **online claim** please contact

<http://www.bolton.gov.uk/website/pages/Counciltaxsupport.aspx>

## Help with your Council Tax Support claim

If you need assistance to complete your **Council Tax Support claim**, you can contact our **Money Advice Team** on **01204 328000**.

## Documents you need to make a Council Tax Support Claim

Once you have applied for **Council Tax Support**, you will be asked to supply evidence to support your application.

Original documents must be sent within 1 month otherwise your claim may not be awarded. If this isn't possible, for example, because you are ill, you should ask for the one month period to be extended.

If you can't answer all the questions on a form or provide all the evidence you're asked for, you can put down 'information/evidence to follow'.

For more information on what you need to supply, go online

[www.bolton.gov.uk/website/pages/Counciltaxsupport.aspx](http://www.bolton.gov.uk/website/pages/Counciltaxsupport.aspx)

## What if I don't get enough Council Tax Support?

If your **Council Tax Support claim** is approved but you do not get enough to pay your council tax in full, you can apply for financial help via the **Discretionary Council Tax Reduction Scheme (DCTRS)**.

To make a claim for a discretionary payment, apply on line:

[www.bolton.gov.uk/website/pages/Discretionaryhousingpayments.aspx](http://www.bolton.gov.uk/website/pages/Discretionaryhousingpayments.aspx)

## Changes to Council Tax Support from April 17

From **April 2017**, the maximum amount of **Council Tax Support** that you can be awarded is being reduced which means that if you're of working age from 18yrs, you will now need to pay at least 12.5% towards your bill, which is around £130 per year. If you are of pensionable age you are not affected. Remember, you can apply to the Discretionary fund for financial support.

## What to do if your Council Tax Support Claim is refused

If your **Council Tax Support claim** has been refused or you disagree with the decision, you must contact **Bolton Council** straight away. You can ask them to:

- Explain it again
- Look at the decision again. This is called a reconsider.
- Of you can appeal to an independent tribunal to look at the decision

We can look at your application and advise whether you have grounds to appeal against this. If you do have grounds then we can assist you.

Ring our **Money Advice Team** on **01204 328000** if you need support.