

### COUNCIL TAX REDUCTION DECISION NOTICE

Please Read the notes overleaf carefully. This also gives your appeal rights.

Mr A N Other  
123 Four Street  
Solihull  
B12 3AB



**Claim Reference**



10001234

**Council Tax Reference**



30001234

**Date**

01 Mar 2025

Dear Mr A N Other

The claimed reduction to council tax is summarised below.

**REASON FOR CALCULATION:** ANNUAL CALCULATION



#### Council Tax Reduction

From  
01 Apr 2025

To  
31 Mar 2026



Weekly Reduction  
£16.98



Period Reduction  
£885.22  
£885.22



You may be entitled to further assistance. Please contact the Department for Works and Pensions for more information

**COUNCIL TAX REDUCTION STATEMENT OF REASON**  
Please Read the notes overleaf carefully. This also gives your appeal rights.

Mr A N Other  
123 Four Street  
Solihull  
B12 3AB

**Claim Reference** 10001234  
**Council Tax Reference** 30001234  
**Date** 01 Mar 2025

**BEN1**

Reduction Period From 01 Apr 2025 To 31 Mar 2026

**REASON FOR CALCULATION:** ANNUAL CALCULATION

**INCOME / EXPENSES / CAPITAL DETAILS USED**

Weekly Income Details

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Mr A N Other	Claimant	Child Benefit – Eldest	£26.05
		Universal Credit	£434.49
		Carers Allowance	£82.29
Miss Ann Other	Dependant	DLA care component – higher	£110.40
		Disability Living Allowance Mobility	£29.19

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Capital Details:

Mr A N Other	Claimant	Bank Current Account	£123.45
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**Weekly Income**

10	Earned Income	£100.00	
11	11	Unearned Income	£542.44
		Which includes unearned UC of	£80.51
		Less Universal Credit Housing Costs	£160.19
12	12	Less Income Disregards	£317.62
13	13	TOTAL WEEKLY INCOME	£164.63

**How Your Reduction is Worked Out**

	Total Weekly Income	£164.63	
15	15	Income band Income less than £225.01	
		Income band percentage 85.00%	
16	16	Eligible Weekly Council Tax	£19.97
17	17	Gives Calculated Reduction	£16.98
18	18	Relevant Capital Cutoff	£16,000.00
19	19	GIVES AMOUNT OF CALCULATED REDUCTION	£16.98
20	20		

## KEY

1	Name and address of person who has claimed Council Tax Reduction
2	The reference number for your claim. Please quote this number whenever you contact us about your Council Tax Reduction
3	The Council Tax account number for the property. This will change when you move address. Please quote this number whenever you contact us about your Council Tax.
4	The reason that a calculation has been made on your claim.
5	The charge period of the letter
6	Your weekly Council Tax Reduction award
7	Your total Council Tax Reduction award for the charge period
8	List of the income that we are using to work out your Council Tax Reduction claim. The figure shown is the weekly amount that you receive.
9	List of your savings
10	Any income that you and your partner receive from a job or other work.
11	Any income that you and your partner receive from any benefits or pensions that you have.
12	Less any Universal Credit Housing Costs received.
13	Disregarded income is an amount that we 'ignore' from your income under council rules. The remaining amount is then used in the calculation of Council Tax Reduction. If you want to know about the income we disregard please read our <a href="#">policy on our Local Council Tax Reduction page</a> .
14	The Total Weekly Income used to calculate your entitlement to Council Tax Reduction.
15	The income band based on your calculated Total Weekly Income and household circumstances.
16	Percentage reduction of your eligible Council Tax charge
17	The weekly amount of Council Tax that can be considered for a reduction.
18	Your weekly Council Tax Reduction award. In this example 85% of £19.97 = £16.98 per week.
19	This figure is the maximum amount of savings that you can have before you no longer qualify for Council Tax Reduction.
20	The weekly amount of Council Tax Reduction that will go towards your Council Tax bill.
21	If your circumstances change then please use our online <a href="#">Change of circumstances form</a> to advise us