



Chief Financial Officer/Treasurer  
Billing Authorities in England

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2 OCTOBER 2007

Dear Sir/Madam

## **COUNCIL TAX BASE DATA**

1. The Secretary of State, in accordance with section 139A of the Local Government Finance Act 1988 ("the 1988 Act and section 68 of the Local Government Finance Act 1992 ("the 1992 Act"), hereby gives notice that you are required to supply him with the information specified on the **CTB(October 2007)** and the **CTB(Supplementary)(October 2007)** forms which have today been e-mailed to the relevant officer in your local authority.

### **CTB(October 2007) Form**

2. The form asks for information about:
  - the numbers of dwellings in each valuation band shown on the Valuation List for your authority on 17 September 2007 and
  - the numbers of those dwellings in each band which are exempt from council tax on 8 October 2007, or in respect of which the amount of council tax payable is subject to a discount or disabled reduction on that day.
3. The information should be provided on the basis of the information available to you on 8 October 2007. However, more recent figures for discounts and exemptions applicable as at 8 October 2007 will be acceptable if numbers change significantly in the light of information received after 8 October 2007 (for example, for class N exemptions for students) although, please note that the deadline for return of this form is **Friday 26 October 2007**.
4. The following information has today been e-mailed to the relevant officer in your authority:
  - A copy of this Notice;
  - CTB(October 2007) form and CTB(Supplementary)(October 2007) form in a single Excel workbook;
  - Notes for completion of the CTB(October 2007) form;
  - Validation checks for the CTB(October 2007) form; and

- Notes for completion of the CTB(Supplementary)(October 2007) form.
5. Copies of the above documents are also available on the Department's website [www.local.communities.gov.uk/finance/stats/lqfforms/others.htm](http://www.local.communities.gov.uk/finance/stats/lqfforms/others.htm) .
  6. It is intended that the information on form CTB(October 2007) will be used by the Secretary of State, amongst other things, to calculate a council tax base figure for your authority which will be used as part of the multi-year Formula Grant settlement. For the financial years 2008-09 to 2010-11.
  7. Listing Officers should have already supplied authorities with the necessary updates of the number of dwellings in each valuation band to enable authorities to complete the return. You should note, however, that although Listing Officers will continue to supply updates in accordance with normal practice, any updates relating to dates after 17 September 2007 should not be taken into account when completing the return. Any revision concerning the list at 17 September 2007 supplied by the Listing Officer to the authority will have to be confirmed in writing by the Local Valuation Office.

### **Validation**

8. On receipt of forms, a number of validation checks are performed on the data to satisfy ourselves of their accuracy. The document "Validation checks for the CTB(October 2007) form" that has been e-mailed to an officer within your local authority outlines these checks. Where your data does not satisfy our checks an appropriate explanation should be supplied. The form has checks built in and provides a facility for providing explanations where they are necessary.

### **CTB(Supplementary)(October 2007) Form**

9. This form asks for information on:
  - the numbers of dwellings in each class A to W which are exempt from council tax on 8 October 2007;
  - information on whether your local authority is using its powers under (i) section 13A of the Local Government Finance Act 1992 and (ii) section 11A of the Local Government Finance Act 1992, as at 8 October 2007 and the number of properties covered by these powers ;
  - the number of dwellings subject to a discount disregard on 8 October 2007; and
  - information on class M & N exemptions.

Further details are available in the "Notes for completion of the CTB(Supplementary) (October 2007) form"

### **Returning the forms**

10. The spreadsheet containing both the CTB(October 2007) and CTB(Supplementary) (October 2007) forms should be returned to Communities and Local Government by **Friday 26 October 2007** and it is important that all authorities return the information by that date. Any authority who submit revised versions of either form should make it clear that it replaces any previous return.

11. Forms should be e-mailed to: [ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk). A hard printed copy of the forms, signed by the Chief Financial Officer, should be sent to:

Sheela Vyas  
Communities and Local Government  
Zone 5/J6  
Eland House  
Bressenden Place  
London  
SW1E 5DU

### **Queries**

12. Any queries about completing the forms should be sent by email to:  
[ctb.statistics@communities.gsi.gov.uk](mailto:ctb.statistics@communities.gsi.gov.uk)

13. Any queries about the contents of this letter should be addressed to Sheela Vyas, at the above address.

14. I am copying this letter to the Chief Financial Officers of major precepting authorities.

Yours faithfully

*Mark Chaplin*  
*Richard Job*

**Mark Chaplin**  
**Richard Job**  
Data & Dissemination Team  
Local Government Finance  
Capital Finance and Analysis Division