

About this letter

This letter gives you information about your entitlement to housing benefit. You should check the details carefully and keep this letter for reference. We may be able to offer this document to you in a more accessible format such as in large print, by email, in Braille, on audiotape/CD, as a BSL DVD, if you have a specific impairment that requires this. We can also provide it in Easy English with pictures and or in community languages if English is not your first language. Please contact 0117 922 2300 should you require this.

Check the details overleaf carefully and tell us immediately if something is wrong.

If you have any questions about anything in this letter you can contact us at www.bristol.gov.uk/contactbenefits.

If you think our decision is wrong

You should write to us and ask us to look at our decision again. You must state clearly what decision you disagree with and the reasons why you disagree with it.

You can download a dispute form from our website at www.bristol.gov.uk/benefitsappeal.

If you would like independent advice from someone who does not work for us, you can contact either the Citizens Advice Bureau or one of the advice centres in Bristol.

If you have a change in circumstances

We want to make sure that you're getting the right level of reduction. It's important that you tell us about changes that might affect the amount of reduction you get. You can find out the kinds of changes to tell us about or report a change online at www.bristol.gov.uk/benefitschanges.

Information in this council tax reduction statement of reasons

It's really important that you check this statement as you might have to pay back any reduction we overpay.

Eligible weekly council tax	This is the amount of council tax that we use to calculate your reduction and it may be less than the council tax that you're actually liable to pay (for example, where you're joint and severally liable with someone who isn't your partner).
Weekly income	This is you and your partner's income, shown as a weekly figure. It'll include any earnings after deductions for tax, National Insurance and half of any pension contribution. All other types of income, including tax credits, child benefit, state benefits and private pensions are also included here.
Assumed income from capital	We must assume you have income from money in bank accounts, savings or investments. The amounts we assume are fixed and based on your total savings and capital.
Income disregards	This is money we deduct from your income when working out your reduction. We 'disregard' incomes such as disability living allowance or personal independence payments. We can sometimes also make a deduction from earned income for child care expenses.
Non-dependant deduction	This is money taken off your reduction because you have other adults, apart from your partner, living in your home.
Applicable amount	This is the figure that we must use as the amount needed for day-to-day living expenses. It is dependent upon your household circumstances.

For a more detailed explanation of this council tax reduction statement of reasons see our website www.bristol.gov.uk/benefitsletters.

You can view and manage your council tax and council tax reduction online. See our website at www.bristol.gov.uk/myaccount.