Name

Address Line 1

Adress line 2

Address ine 2

Name/ Dept.

Adress Line 1

Adress Line 2

Adress Line 3

Re:

Date:

Dear…..

I am writing to you regarding the above. I feel that this is a matter that that I’d prefer to be dealt with in writing rather than on the telephone. I recently received your ‘Demand Notice’ for this year’s (insert year’s tax year) Council Tax for the amount of (insert amount). Although I am happy to pay for the services that the Council provides, I feel that this amount is unjust as it is beyond my financial ability to meet. Furthermore, as a resident of (insert town) I have not had contact from the Council requesting information regarding my personal circumstances before they sent their Demand or that they have carried out a public consultation. Could you please send me the information regarding the following:

1. 1) Have the council considered the relevant facts of individual cases before sending a ‘Demand Notice’ to me as required by Schedule 9, S.4 (a) of the Local Government Finance Act 1992?
2. 2) Have the Council carried out a Public Consultation and Regulatory Impact Assessment on the proposed Council Tax Budget before deciding on the percentage rise and spending of council in accordance with the Consultation Code 2004?
3. 3) Is it the intention of the Council to carry out such Public Consultation for (insert next year) council tax billing and budget spend, with all interested parties, as required under the Sustainable Communities Act 2007?

I have not seen or heard of any such public consultation. The Council holds my contact details and could let all interested parties know about a public consultation that was or would be carried out as required by the Law. I look forward to your response.

Yours sincerely,

(your name)