



Ribble Valley  
Borough Council

[www.ribbonvalley.gov.uk](http://www.ribbonvalley.gov.uk)

This leaflet forms part of your demand notice

## 2026/27 Explanatory Notes

**£100 Shopping Voucher** **Free Prize Draw**

Sign up for Council Tax E-Billing by April 1st and be entered into a draw for a £100 shopping voucher.

Create your account today at  
[ribbonvalley.gov.uk/revenuesonlinetax](http://ribbonvalley.gov.uk/revenuesonlinetax)





# Ribble Valley Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)



Dear Council Taxpayer,

You will be aware that Ribble Valley Borough Council (RVBC) is the Billing Authority for all Council Tax in this Borough and this letter will hopefully provide a brief explanation as to charges which will apply from April 2026. Ribble Valley will remain the Council with the lowest Council Tax in Lancashire.

As part of our on-going work in the Borough, RVBC has developed a significant capital programme, not only in Clitheroe and Longridge but with projects across the Borough. Major works have already taken place to Castle Street and the Market in Clitheroe, but more work is planned for Clitheroe Castle and its grounds; play areas and 3G pitches in Clitheroe, Longridge and the villages; affordable housing and other projects put forward by our numerous Parish and Town Councils.

In addition, a 6-month refurbishment of Ribblesdale Pool in Clitheroe will start in April 2026.

In excess of £15m is scheduled to be spent on all capital projects over the next 2 years. This spending is the result of financial prudence over many years where RVBC reserves are retained for capital projects.

On our future, many of you will have heard about changes to Local Government planned to take place by 1st April 2028.

Government plans will create new Unitary Councils for Lancashire with RVBC being merged with neighbouring councils. These new councils will have responsibility for all services in that area from Highways, Adult and Children's Social Care to Community, Sporting and Cultural Services, Planning and Housing and Waste Collection.

RVBC, along with all 15 councils in Lancashire submitted, in November 2025, a preferred option for a new Unitary in the event that RVBC is not able to remain independent. Consultation on five different options for Lancashire (in February / March this year) was arranged directly by the Government.

It is anticipated that a final decision on the new Unitary Council map for Lancashire will be made by Government during the summer this year with the legislation required to create the new councils being laid before parliament in late 2026. This legislation will allow for the creation of new authorities from 1 April 2028 and the abolition of existing councils from that date also. In the interim period a Shadow Authority will exist, and it is anticipated that elections will be held for that Shadow Authority in May 2027. Councillors elected to the Shadow Authority will become councillors on the new Unitary Authority from 1 April 2028.

Ribble Valley has expressed a preference to join with Lancaster and Preston areas, but the final decision is with the Government.

Updates on the developments around Local Government Re-organisation will continue to be communicated to residents through press releases, newspapers, the RVBC website and social media. As you will appreciate the workload moving forward to create the Unitary Councils is going to be significant, we will champion the needs and protect the interests of 'Ribble Valley' throughout this process.

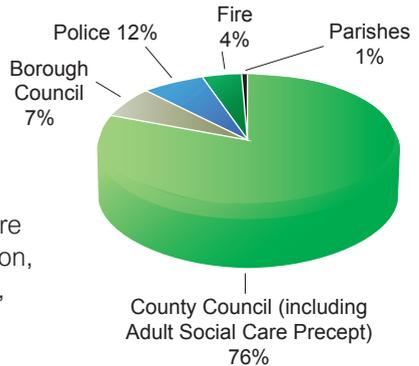
**Cllr Simon Hore,**

Leader Ribble Valley Borough Council

# Budget Information

The Council Tax that you pay to Ribble Valley Borough Council covers the services that are provided by Ribble Valley Borough Council, Lancashire County Council (including Adult Social Care precept) Lancashire Fire Authority, the Police and Crime Commissioner for Lancashire and your local parish council. The pie chart below shows how much of your Council Tax each precepting authority receives.

Further information about the budgets of Ribble Valley Borough Council, Lancashire County Council, Lancashire Fire Authority and the Police and Crime Commissioner for Lancashire can be found at [www.ribblevalley.gov.uk/budget2026](http://www.ribblevalley.gov.uk/budget2026). If you are unable to access this information and require a hard copy please write to the Revenues Section, Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, BB7 2RA.



## How to pay

**Direct Debit** is the easy way to pay your Council Tax. If you do not already pay by Direct Debit and wish to do so please complete the Direct Debit mandate on the back page of this leaflet and return to Ribble Valley Borough Council, Church Walk, Clitheroe BB7 2RA.

**Online** at [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk) You can also pay online through your bank. The Council's bank details for receiving payment are HSBC Bank, Account Name RVBC, Sort Code 40-17-35 and Account Number 61051431. Please ensure that you quote your Council Tax account reference number when paying online.

**By calling** our Customer Services section on 01200 425111 during office hours Monday to Friday between 9.00am and 5.00pm.

**By post** to Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe BB7 2RA.

**In person** at the council offices Clitheroe Monday to Friday between 9.00am and 4.55pm.

## How to get in touch

If you would like to comment on any of the services in Ribble Valley or you would like further information about the services you pay for, please call, click or write using the following:

**Telephone:** Customer Services: 01200 425111

**Email:** General enquiries: [contact@ribblevalley.gov.uk](mailto:contact@ribblevalley.gov.uk)

Council Tax: [ctax@ribblevalley.gov.uk](mailto:ctax@ribblevalley.gov.uk)

Benefits: [benefits@ribblevalley.gov.uk](mailto:benefits@ribblevalley.gov.uk)

**Website:** [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Write:** Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe BB7 2RA.

The following information is a summary; if you need more information, please go to our website or telephone 01200 425111

## Council Tax valuation bands

Council Tax is payable on most homes, whether they are owned or rented. The amount of Council Tax you pay depends on:

- the valuation band applied to the property;
- the area you live in; and
- whether an exemption, discount or other reduction applies.

Properties are each assigned a valuation band by the Valuation Office Agency (VOA). There are eight bands, A to H, with A being the lowest. The valuation band reflects the value of the property as it would have been on 1 April 1991.

You can make a proposal to change your Council Tax band if:

- you have been paying Council Tax on your property for less than 6 months
- the VOA has changed your band in the last 6 months
- there's been a change that affects the property
- you want to add or remove the property from the Council Tax list

If you make an appeal, you must continue paying your Council Tax. If your appeal is successful we will adjust your future payments or refund any overpaid amounts.

For information about Council Tax bands, visit <https://www.gov.uk/council-tax-bands>. You can email the VOA at [ctinbox@voa.gov.uk](mailto:ctinbox@voa.gov.uk) or telephone 03000 501501.

## Properties exempt from Council Tax

Exemptions may apply to both occupied and unoccupied properties. Council tax is not payable in respect of homes which are lived in only by:

- people under the age of 18;
- students (including halls of residence); or
- people with a significant cognitive impairment (severely mentally impaired)

We do not charge Council Tax for unoccupied property which is:

- owned by a charity (exempt for up to six months);
- left empty by a student, a minister of religion, someone who has gone to prison, or someone who has moved to receive or provide personal care;
- not able to be leased separately, e.g. a granny flat
- the responsibility of a trustee following bankruptcy or a mortgage lender following repossession;
- empty because someone has died, and the grant of probate or letters of administration have not been completed (exempt for up to six months); or empty because the law prevents anyone from living there.

Other properties exempt from Council Tax include:

- an annexe / granny flat lived in by a dependent relative;
- empty caravan pitches or houseboat moorings.
- forces accommodation, including married quarters and temporary accommodation for visiting overseas forces;
- a property lived in by a diplomat;

# People with disabilities

If there is someone in your household who has a disability we may reduce your Council Tax by the equivalent of one valuation band. This applies even if your home is already in band A. Your home must have an additional bathroom or kitchen, or another room for use by the disabled person, or extra space for using a wheelchair. We will usually visit your property to assess whether the reduction applies.

## Discounts

**If you are the only resident of your home (aged 18 or over), we will usually reduce your bill by 25%.**

Unless you tell us differently, we will calculate your Council Tax bill on the basis that there are two or more people aged 18 or over living in your home. However, there are discounts that apply if people in certain categories live in the house.

The following are 'disregarded' for council tax purposes:

- full-time students, student nurses, and apprentices
- people aged 18 or 19 who are in education, (or have just left)
- people with a significant cognitive impairment (severely mentally impaired);
- people staying in hospitals, care homes, prisons or certain hostels
- care workers working for low pay (usually for a charity);
- live-in carers for someone who is not your spouse, partner or child under 18;
- diplomats, members of a visiting force / international institution; or members of a religious community.

### Unoccupied homes

We will reduce Council Tax by 100% for the first six months during which a property is unoccupied and unfurnished. If the property needs or is undergoing major repair or renovation work, the discount can apply for up to 12 months. When the discount ends a full charge will apply.

#### Note:

When we first award the discount it will show on your bill up to the end of the financial year, even if that is more than 6 months in the future. Council tax legislation states that liability must be calculated on the basis that the circumstances that exist when the bill is issued will remain in place for the rest of the year even when we know that this will not be the case. An amended bill will be sent at the end of discount period.

### Discounts for annexes

A 50% discount may apply to people living in annexes, provided they are related to the person liable to pay the Council Tax for the main dwelling. The discount also applies to people living in dwellings with annexes which are unoccupied, provided they are using those annexes as part of their main residence.

### Unoccupied furnished homes

If your property is not lived in by anyone as their main home, we will reduce your Council Tax bill by 10%. If your job requires you to live somewhere else, you may qualify for a discount of 50%.

## Discretionary discounts

Councils can grant discretionary discounts in exceptional circumstances. Applications must be made in writing and accompanied by supporting evidence.

For more information, or to claim a discount, please call 01200 425111 or email [ctax@ribblevalley.gov.uk](mailto:ctax@ribblevalley.gov.uk).

# Help with paying your Council Tax

If you are on a low income, you may be able to claim Council Tax Support (a reduction in your Council Tax bill). The amount we will take off your bill depends on:

- your income and savings;
- how much Council Tax you must pay;
- your personal circumstances; and
- the circumstances of the people living with you.

To claim Council Tax Support, you will need to fill in a form and provide proof of your identity, income and savings for yourself and members of your household. If you share your home with another adult who is not your partner and who is on a low income, you may be able to get a Council Tax reduction. This reduction is not based on your income, but on the income of the other adult. It provides a reduction of up to 25% of your Council Tax bill.

For more information about Council Tax Support please telephone 01200 425111.

## Instalments and payments

Details of how you can make payments are on the back of your bill. Direct debit is the cheapest and most efficient way to pay. Just fill in the direct debit instruction included with your bill and return it to us.

Council tax is usually paid in ten instalments, from April to January. If you prefer, you can pay your Council Tax over 12 instalments. Please call 01200 425111 or email [ctax@ribblevalley.gov.uk](mailto:ctax@ribblevalley.gov.uk) to arrange this. **Your request must be received no later than 16 April 2026 to allow for 12 instalments in 2026/2027.**

## Your responsibilities

If your circumstances change, for example someone moves in or out of your property, or you think that you no longer qualify for a discount or exemption, you must tell us within 21 days.

You must pay your Council Tax on time and in accordance with the instalments shown on your bill. If you do not, we will send you a reminder. If we send you more than two reminders during the financial year, you will lose the right to pay by instalments, and we will ask you to pay the total amount you still owe for the year within 7 days.

If, when you receive a reminder, you do not bring your account up to date or make a payment arrangement, we may ask the Magistrates' Court for a Liability Order. This will mean that you will have to pay court costs.

If you are having difficulty paying your Council Tax, please call 01200 425111. Advice is available from your local Citizens Advice or Lancashire County Council's Welfare Rights Service at [www.lancashire.gov.uk/benefits](http://www.lancashire.gov.uk/benefits).

## Council Tax appeals

If you think that any aspect of your bill is incorrect, for example, it should not be in your name, you should be getting an exemption or a discount or it has been calculated incorrectly, you should contact us, stating in full the reason why you believe we should review our decision. We will reconsider and write to you with the outcome. If you remain aggrieved following the reconsideration you will have the right to appeal to the Valuation Tribunal.

## Data protection – fair processing of data

Ribble Valley Borough Council will use the information you provide for the administration of council tax. The Council is under a duty to protect public funds and to that end will lawfully share your information where necessary with:

- Public agencies such as the HM Revenues and Customs and the National Audit Office to prevent or detect fraud and any other crime
- Other Council departments to promote more efficient and cost-effective delivery of services
- Credit reference agencies and enforcement agents for the recovery of money owed to the Council

The information you provide will only be used for the specified purpose for which you have given it or for purposes that are compatible with that. Any personal data you have given us will not be passed to third parties for commercial purposes. For further details see [http://www.ribblevalley.gov.uk/privacy\\_notice/ctax](http://www.ribblevalley.gov.uk/privacy_notice/ctax) email [dataprotection@ribblevalley.gov.uk](mailto:dataprotection@ribblevalley.gov.uk) or contact our Data Protection Officer on 01200 425111.



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Borough Council  
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# Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the whole form and send it to:

Ribblesdale Borough Council, Council Offices, Church Walk,  
Clitheroe, BB7 2RA

Name and full postal address of your Bank or Building Society

Service user number

9	4	0	7	2	6
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To: The Manager

Bank/building society

Address

Postcode

Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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Your Name:

Your Address:

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### Instruction to your Bank or Building Society

Please pay Ribblesdale Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Ribblesdale Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

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DD18 5/15



Banks and Building Societies may not accept Direct Debit Instructions for some types of account. This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Ribblesdale Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Ribblesdale Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request



- If an error is made in the payment of your Direct Debit, by Ribblesdale Borough Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Ribblesdale Borough Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.