

# Non-domestic Rates > 2019/20

Your business rates explained.



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# Welcome

Now more than ever, people are turning to their local authorities for support. It is therefore vital that we continue to provide those services that are important to you. With a continuing reduction in the funding we receive from central government, we are working hard to ensure that we retain high quality, value for money services for our residents.

This booklet outlines how we plan to spend the money raised from your council tax and business rates this year. Please take a few minutes to read through this information. You may find you are eligible to claim an exemption or discount, which could reduce how much business rates you need to pay. See pages 1 - 5 for more details.

# Facts About Your Business Rates

## Non-Domestic Rates

Non-Domestic Rates, or business rates, collected by local authorities are the way that those who occupy non-domestic property contribute towards the cost of local services. Under the business rates retention arrangements introduced from 1st April 2013, authorities keep a proportion of the business rates paid locally. This provides a direct financial incentive for authorities to work with local businesses to create a favourable local environment for growth since authorities will benefit from growth in business rates revenues. The money, together with revenue from council tax payers and certain other sums, is used to pay for the services provided by local authorities in your area.

Further information about the business rates system, including transitional and other reliefs, may be obtained at [www.gov.uk](http://www.gov.uk)

## Rateable Value

Apart from properties that are exempt from business rates, each non-domestic property has a rateable value which is set by the valuation officers of the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. They draw up and maintain a full list of all rateable values, available at [www.gov.uk/government/organisations/valuation-office-agency](http://www.gov.uk/government/organisations/valuation-office-agency)

The rateable value of your property is shown on the front of your bill. This broadly represents the yearly rent the property could have been let for on the open market on a particular date. For the revaluation that came into effect on 1st April 2017, this date was set as 1st April 2015.

The valuation officer may alter the value if circumstances change. The ratepayer (and certain others who have an interest in the property) can request a change to the value shown in the list if they believe it is wrong, through the reformed Check, Challenge, Appeal (CCA) process introduced in April 2017.

Full details on the CCA process are available from the VOA or from [www.gov.uk](http://www.gov.uk).

Your billing authority can only backdate any business rates rebate to the date from which any change to the list is to have effect.

Further information about the grounds on which appeals may be made and the process for doing so can be found on the [www.gov.uk](http://www.gov.uk) website.

## National Non-Domestic Rating Multiplier

The local authority works out the business rates bill by multiplying the rateable value of the property by the appropriate multiplier. There are two multipliers: the standard non-domestic rating multiplier and the small business non-domestic rating multiplier. The former is higher to pay for small business rate relief.

Except in the City of London where special arrangements apply, the Government sets the multipliers for each financial year for the whole of England according to formulae set by legislation.

The current multipliers are shown on the front of your bill.

## Business Rates Instalments

Payment of business rate bills is automatically set on a 10 monthly cycle. However, the Government has put in place regulations that allow businesses to require their local authority to enable payments to be made through 12 monthly instalments.

If you wish to take up this offer, you should contact Stafford Borough Council as soon as possible.

## Revaluation 2017 and Transitional Arrangements

All rateable values are reassessed at a general revaluation. The most recent revaluation took effect from 1st April 2017. Revaluations make sure each ratepayer pays their fair contribution and no more, by ensuring that the share of the national rates bill paid by any one ratepayer reflects changes over time in the value of their property relative to others.

A £3.6 billion transitional relief scheme limits changes in rate bills as a result of the 2017 revaluation. To help pay for the limits on increases in bills, there are also limits on reductions in bills.

Under the transitional scheme, limits continue to apply to yearly increases and decreases until the full amount is due (rateable value times the appropriate multiplier).

The scheme applies only to the bill based on a property at the time of the revaluation. If there are any changes to the property after 1st April 2017, transitional arrangements will not normally apply to the part of a bill that relates to any increase in rateable value due to those changes.

Changes to your bill as a result of other reasons (such as changes to the amount of small business rate relief) are not covered by the transitional arrangements.

The transitional arrangements are applied automatically and are shown on the front of your bill. Further information about transitional arrangements and other reliefs may be obtained from Stafford Borough Council or the website [www.gov.uk/introduction-to-business-rates](http://www.gov.uk/introduction-to-business-rates)

More information on the 2017 revaluation can be found at [www.gov.uk/introduction-to-business-rates/revaluation](http://www.gov.uk/introduction-to-business-rates/revaluation)

## Unoccupied Property Rating

Business rates will not be payable in the first three months that a property is empty. This is extended to six months in the case of certain industrial properties. After this period rates are payable in full.

In most cases the unoccupied property rate is zero for properties owned by charities and community amateur sports clubs. In addition, there are a number of exemptions from the unoccupied property rate.

Full details on exemptions can be obtained from Stafford Borough Council.

## Partly Occupied Property Relief

A ratepayer is liable for the full non-domestic rate whether a property is wholly occupied or only partly occupied. Where a property is partly occupied for a short time, the local authority has discretion in certain cases to award relief in respect of the unoccupied part.

Full details can be obtained from Stafford Borough Council.

## Small Business Rate Relief

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bills calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

In addition, generally, if the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100%. For a property with a rateable value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bill.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either-

- a] one property, or
- b] one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The aggregate rateable value of all the properties mentioned in (b) must not exceed £19,999 outside London or £27,999 in London on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be

allowed to keep that relief for a period of 12 months.

Where a ratepayer meets the eligibility criteria and has not received the relief they should contact Stafford Borough Council.

Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period.

Certain changes in circumstances will need to be notified to Stafford Borough Council by a ratepayer who is in receipt of relief (other changes will be picked up by the Council). The changes which should be notified are-

- a] the ratepayer taking up occupation of an additional property, and
- b] an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

## Charity and Community Amateur Sports Club Relief

Charities and registered Community Amateur Sports Clubs are entitled to 80% relief where the property is occupied by the charity or the club, and is wholly or mainly used for the charitable purposes of the charity (or of that and other charities), or for the purposes of the club (or of that and other clubs).

The local authority has discretion to give further relief on the remaining bill.

Full details can be obtained from Stafford Borough Council.

## Relief for Local Newspapers

The Government is providing funding to local authorities so that they can provide a discount worth up to £1,500 a year on office space occupied by local newspapers.

This was due to run for 2 years from 1st April 2017. At Autumn Budget 2018, the Government extended the scheme for an additional year (2019/20). This scheme provides up to a maximum of one discount per local newspaper title and per hereditament, and up to state aid limits. The relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988).

Eligibility criteria for this relief is set out in a guidance note: "The case for a business rates relief for local newspapers", which can be obtained at [www.gov.uk/government/consultations/the-case-for-a-business-rates-relief-for-local-newspapers](http://www.gov.uk/government/consultations/the-case-for-a-business-rates-relief-for-local-newspapers)

## Spring Budget 2017 Relief Scheme: Supporting Small Business

Ratepayers losing Small Business or Rural Rate Relief as a result of the 2017 revaluation will have their increases limited to the greater of either (i) a cash value of £600 per year, or (ii) the matching cap on increases for small properties in the transitional relief scheme.

This relief will run until the next revaluation in 2021 and ratepayers will receive the relief until this date or they reach what their bill would have been within the relief scheme, whichever is first. This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988).

Further information can be obtained from Stafford Borough Council.

## Spring Budget 2017 Relief Scheme: Discretionary Scheme

The Government is providing £300 million of funding to local authorities over 4 years to 31st March 2021 to provide discounts to ratepayers in their area on a discretionary basis. Each authority has been allocated a share with which to design and implement a scheme to deliver targeted support to ratepayers.

Local authority allocations can be found at [www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme](http://www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme)

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988).

Further information can be obtained from Stafford Borough Council.

## Retail Discount

At Autumn Budget 2018, the Government announced a one-third discount for eligible retail businesses with a rateable value of less than £51,000, up to state aid limits.

This scheme will run for two years from April 2019. This discount will be applied to the bill after the application of any reliefs, excluding any local discounts.

The Government has issued guidance on the operation of the scheme, which can be found at [www.gov.uk/government/publications/business-rates-retail-discount-guidance](http://www.gov.uk/government/publications/business-rates-retail-discount-guidance).

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988).

Further information can be obtained from Stafford Borough Council.

## Local Discounts

Local authorities have a general power to grant discretionary local discounts.

Full details can be obtained from Stafford Borough Council.

## State Aid

The award of such discounts is considered likely to amount to state aid. However it will be state aid compliant where it is provided in accordance with the De Minimis Regulations EC 1407/2013. The De Minimis Regulations allow an undertaking to receive up to EUR 200,000 'de minimis' aid over a rolling three year period. If you are receiving, or have received, any 'de minimis' aid granted during the current or two previous financial years (from any source), you should inform Stafford Borough Council immediately with details of the aid received.

## Hardship Relief

The local authority has discretion to give hardship relief in specific circumstances. Full details can be obtained from Stafford Borough Council.

## Rating Advisers

Ratepayers do not have to be represented in discussions about their rateable value or their rates bill.

However, ratepayers who do wish to be represented should be aware that members of the Royal Institution of Chartered Surveyors (RICS - website [www.rics.org](http://www.rics.org)) and the Institute of Revenues, Rating and Valuation (IRRV - website [www.irrv.org.uk](http://www.irrv.org.uk)) are qualified and are regulated by rules of professional conduct designed to protect the public from misconduct.

Before you employ a rating adviser, you should check that they have the necessary knowledge and expertise, as well as appropriate indemnity insurance.

## Information Supplied with Demand Notices

Information relating to the relevant and previous financial years in regard to the gross expenditure of the local authority is available at [www.staffordbc.gov.uk/businessrates](http://www.staffordbc.gov.uk/businessrates).

A hard copy is available on request by writing to Stafford Borough Council or calling 01785 619 282.

## Rate Relief for Businesses in Rural Areas

Certain types of properties in a rural settlement with a population below 3,000 may be entitled to a discount. The property must be the only general store, the only post office or a food shop and have a rateable value of less than £8,500, or the only public house or the only petrol station and have a rateable value of less than £12,500. The property has to be occupied. An eligible ratepayer is entitled to relief at 50% of the full charge whilst the local authority also has discretion to give further relief on the remaining bill. The 2016 Autumn Statement confirmed the doubling of rural rate relief from 50% to 100% from 1st April 2017. Local authorities will be expected to use their local discount powers to grant 100% rural rate relief to eligible ratepayers from 1st April 2017.

Full details can be obtained from Stafford Borough Council.

# About Your Council Tax Bill

Your council tax bill comprises charges from four principal authorities in the area, Staffordshire County Council, Staffordshire Commissioner (Police and Crime), Staffordshire Commissioner (Fire and Rescue) and Stafford Borough Council.

The Borough Council is solely responsible for collection of council tax.

## Average Bill for a Band D Property for 2019 / 2020

2018/19 (£)	Authority	2019/20 (£)	Increase	
			(£)	%
153.39	Stafford Borough Council	156.30	2.91	1.90
1,210.52	Staffordshire County Council	1,246.23	35.71	2.95
73.53	Staffordshire Commissioner (Fire and Rescue)	75.73	2.20	2.99
192.56	Staffordshire Commissioner (Police and Crime)	216.56	24.00	12.46
1,630.00	Total	1,694.82	64.82	3.98

## Charge for Each Property Band

Property Band	COUNCIL TAX				Total (£)
	Borough (£)	County (£)	Fire (£)	Police (£)	
A	104.20	830.82	50.49	144.37	1,129.88
B	121.57	969.29	58.90	168.44	1,318.20
C	138.93	1,107.76	67.32	192.50	1,506.51
D	156.30	1,246.23	75.73	216.56	1,694.82
E	191.03	1,523.17	92.56	264.68	2,071.44
F	225.77	1,800.11	109.39	312.81	2,448.08
G	260.50	2,077.05	126.22	360.93	2,824.70
H	312.60	2,492.46	151.46	433.12	3,389.64

In addition a further charge is included for the spending of parish councils where appropriate (see page 9).

## How the Borough Council Charge of £156.30 is Derived

The amount of money required by the Council for 2019/20 to carry out its functions and provide services (its Budget Requirement) is £12.203 million (£11.411 million in 2018/19).

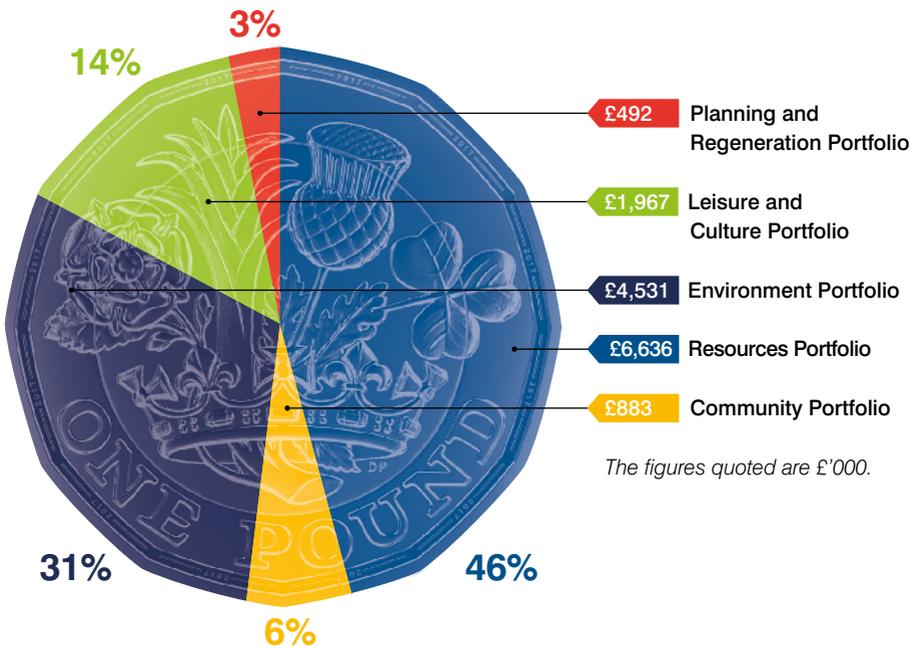
A proportion of this is met by Business Rates Retention with the balance being met from council taxpayers. (For 2018/19 Revenue Support Grant was also payable).

The table below provides an analysis of the funding of the budget requirement and illustrates how the charge of 156.30 is calculated.

2018 / 2019			2019 / 2020	
£000's	Band D Equivalent £		£000's	Band D Equivalent £
11,411	244.90	Budget Requirement	12,203	256.95
208	4.46	Less Central Government Support	0	0
4,056	87.05	Less Business Rates Retention	4,780	100.65
7,147	153.39	Council Tax Requirement	7,423	156.30

## Where the Money Goes - Spending on the Borough Council's Services

(Net portfolio spending before technical adjustments)



## Why the Increased Spend?

The Council's budget requirement for 2019/2020 of £12.203 million is £792,000 more than in 2018/2019. The following table identifies the major reasons for this:

	£'000
Inflation and cost increases	317
Service efficiencies	(129)
Changes in income	133
Reduced reliance on new homes bonus	487
Other changes	(16)
<b>Increase in budget requirement</b>	<b>792</b>

## Other Information

### Staffing

Budgeted staffing for 2019/20 is 246.3 compared to 248 staff in 2018/19 (part time staff are included as full time equivalents).

### Capital Expenditure

In 2019/20 the Borough Council will be spending approximately £4.694 million on capital investment. Areas of investment include improving Victoria Park in Stafford as part of a Heritage Lottery Scheme and upgrading facilities at Charnley Road to create a destination park. Resources will continue to be made available for disabled facilities grants to householders.

### Borrowing

The Borough Council has no outstanding debt.



## What is Your Parish Spending?

2018/2019 (£)	Parish	2019/2020 (£)	Band D Equivalent (£)
1,709.45	Adbaston	2,208.32	9.00
67,949.00	Barlaston	67,949.00	64.88
26,000.00	Berkswich	26,000.00	31.76
7,500.00	Bradley	9,000.00	40.78
11,000.00	Brocton	12,000.00	21.46
5,587.81	Chebsey	6,277.00	24.26
5,139.87	Church Eaton	5,511.44	18.81
190,629.00	Colwich	194,640.00	104.47
9,200.00	Creswell	10,500.00	27.42
12,615.00	Doxey	13,875.00	13.84
54,850.00	Eccleshall	58,280.00	27.12
200.00	Ellenhall	200.00	3.21
990.00	Forton	976.00	6.50
1,080.00	Fradswell	1,200.00	12.93
50,000.00	Fulford	50,000.00	20.52
2,931.00	Gayton	3,385.00	42.77
66,561.38	Gnosall	74,264.76	35.51
18,460.00	Haughton	20,040.27	41.94
4,983.24	High Offley	4,983.24	12.57
8,744.00	Hilderstone	9,765.00	34.01
30,042.00	Hixon	31,109.21	39.69
24,258.00	Hopton and Coton	31,000.00	40.60
3,967.60	Hyde Lea	4,159.22	21.62
2,000.00	Ingestre	2,000.00	23.61
Nil	Marston	Nil	Nil
2,535.00	Milwich	3,800.00	19.55
3,663.11	Norbury	3,663.11	18.88
4,127.54	Ranton	4,230.73	22.96
7,400.00	Salt and Enson	7,665.00	38.75
9,486.00	Sandon and Burston	9,535.00	56.00
12,032.00	Seighford	16,460.00	20.53
9,000.00	Standon	9,000.00	26.82
307,655.00	Stone Town	316,258.68	50.10
14,908.73	Stone Rural	15,266.54	19.39
10,957.95	Stowe by Chartley	12,302.95	63.82
25,260.00	Swynnerton	17,000.00	12.00
2,000.00	Tixall	2,000.00	16.48
28,173.00	Weston	29,828.00	61.08
1,171.00	Whitgreave	1,316.00	15.03
0	Yarnfield and Cold Meece	9,576.51	11.72
<b>1,044,766.08</b>	<b>TOTAL</b>	<b>1,097,225.98</b>	

## Colwich Parish Council

	Revenue Expenditure 2018/19 (£)	Revenue Expenditure 2019/20 (£)
Administration	60,510	33,535
Staffing	86,860	94,460
Community Engagement	500	3,000
Parish Maintenance	22,500	30,050
Footpaths	0	0
Green Infrastructure	5,000	2,000
Mill Lane Improvements	2,500	0
Parish Centre	3,555	7,390
Jubilee Playing Field	4,904	20,405
Allotments	800	0
Grants/Donations	3,500	3,800
Earmarked Reserves	0	0
<b>Total</b>	<b>190,629</b>	<b>194,640</b>



## Stone Town Council

Stone Town Council provides services for the people and town of Stone.

These services include the provision of community facilities, such as the Frank Jordan and Stone Station community centres, free car parks, allotment sites at Newcastle Road and Mount Road, Station Road Conveniences, and the Crown Meadow Nature Reserve and amphitheatre.

Investing in and working to promote a vibrant town and encourage visitors is a key Town Council priority. In order to support this, the Council organises regular events such as the summer Music Festival, the Town Market, the monthly Craft Market and a number of late night shopping evenings. Christmas lights are provided in the High Street and at Walton, with the Council's annual switch-on event becoming one of highlights of the town year. The High Street environment is enhanced by the Council's provision of hanging baskets along the High Street, and the next year should see the full refurbishment of noticeboards and fingerposts throughout the town.

The Council provides bus shelters, benches and dog bins throughout the area and takes responsibility for the upkeep of many local amenities and planted areas. It also provides grants to help charitable and community organisations such as the Stone Community Hub, supports various festivals, and the office supplies daily support and advice to local residents.

By considering the impact of every planning application, the Council seeks to develop and conserve the town, and is currently preparing a Neighbourhood Plan that will help to shape and protect the future of Stone for years to come.

This year, provision has been made for the setup and running costs of the new Heritage Centre, which will form part of the exciting redevelopment of Crown Wharf.

At its monthly meetings the Council welcomes questions from the public and sets aside time to listen and respond. Assistance with public questions will gladly be given by the Council's staff.



## Stone Town Council

	Revenue Budget 2018/19 (£)	Revenue Budget 2019/20 (£)
Community and Heritage Centres	47,000	150,300
Town Market	1,500	-13,200
Car Parking	6,000	4,500
Public Conveniences	6,400	6,600
Town Maintenance	5,600	6,500
Grounds Maintenance	14,500	18,200
Crown Meadow Improvements	3,100	1,900
Westbridge Park	0	0
Allotments	-500	2,500
Christmas Lights	15,000	15,000
Tourism and Town Promotion	27,200	21,100
Grants	9,500	9,800
Salaries and Employment Costs	140,200	145,400
Insurances	8,400	8,500
Administration and Civic Costs	31,400	39,200
Town Council Elections	0	28,000
Neighbourhood Plan	11,400	9,900
Grants Received	-11,500	-11,500
Contributions from Reserves	-7,545	-126,441
<b>Precept (incl. Local Council Tax Support Grant)</b>	<b>307,655</b>	<b>316,259</b>

## Environment Agency

### The Council Tax (Demand Notices) (England) Regulations 2011.

The Environment Agency is a levying body for its Flood and Coastal Erosion Risk Management Functions under the Flood and Water Management Act 2010 and the Environment Agency (Levies) (England and Wales) Regulations 2011.

The Environment Agency has powers in respect of flood and coastal erosion risk management for 2369 kilometres of main river and along tidal and sea defences in the area of the Trent Regional Flood and Coastal Committee. Money is spent on the construction of new flood defence schemes, the maintenance of the river system and existing flood defences together with the operation of a flood warning system and management of the risk of coastal erosion. The financial details are:

Trent Regional Flood and Coastal Committee		
	2018/2019 000's	2019/2020 000's
Gross Expenditure	£46,438	£74,586
Levies Raised	£2,054	£2,095
Total Council Tax Base	1,792	1,821

The majority of funding for flood defence comes directly from the Department for the Environment, Food and Rural Affairs (Defra). However, under the new Partnership Funding rule not all schemes will attract full central funding. To provide local funding for local priorities and contributions for partnership funding the Regional Flood and Coastal Committees recommend through the Environment Agency a local levy.

A change in the gross budgeted expenditure between years reflects the programme of works for both capital and revenue needed by the Regional Flood and Coastal Committee to which you contribute. The total Local Levy raised by this committee has increased by 2%

The total Local Levy raised has increased from £2,054,297 in 2018/2019 to £2,095,383 for 2019/2020.

## Statement Concerning Adult Social Care Funding

The Secretary of State for Communities and Local Government has made an offer to adult social care authorities. ('Adult social care authorities' are local authorities which have functions under Part 1 of the Care Act 2014, namely county councils in England, district councils for an area in England for which there is no county council, London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly.)

The offer is the option of an adult social care authority being able to charge an additional 'precept' on its council tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the House of Commons, the Secretary of State intends to offer the option of charging this 'precept' at an appropriate level in each financial year up to and including the financial year 2019-20.



# Contact Information

This information can be produced on request in other formats and other languages. Call 01785 619 000

## Stafford Borough Council

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

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Civic Centre, Riverside, Stafford, Staffordshire ST16 3AQ

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24 hour telephone payment line	0161 621 4111 or 01785 619 271
To pay online	<a href="http://www.staffordbc.gov.uk">www.staffordbc.gov.uk</a>

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Business rates helpline	01785 619 282
Business rates e-mail	<a href="mailto:revenues@staffordbc.gov.uk">revenues@staffordbc.gov.uk</a>

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Council tax helpline	01785 619 279
Council tax e-mail	<a href="mailto:revenues@staffordbc.gov.uk">revenues@staffordbc.gov.uk</a>

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Benefit helpline	01785 619 478
Benefit e-mail	<a href="mailto:benefits@staffordbc.gov.uk">benefits@staffordbc.gov.uk</a>
Benefit overpayment e-mail	<a href="mailto:debtrecovery@staffordbc.gov.uk">debtrecovery@staffordbc.gov.uk</a>

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Main switchboard	01785 619 000
Main fax	01785 619 119

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## Valuation Office Agency

[www.gov.uk/voa/contact](http://www.gov.uk/voa/contact)

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Listing officer, Valuation Office Agency	03000 501 501
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## Fire

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

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Stoke-on-Trent and Staffordshire Fire and Rescue, Pirehill, Stone, Staffordshire ST15 0BS

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Fire Headquarters	08451 221 155
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Emergency number	dial 999
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## Police

[www.staffordshire.police.uk](http://www.staffordshire.police.uk)

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Police Headquarters, PO Box 3167, Stafford, Staffordshire ST16 9JZ

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Police non emergency number	101
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Emergency number	dial 999
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## Staffordshire County Council

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

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St Chad's Place, Stafford, Staffordshire ST16 2LR

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Main reception	0300 111 8000
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## **CONTACT**

01785 619 000

[revenues@staffordbc.gov.uk](mailto:revenues@staffordbc.gov.uk)

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## **STAFFORD BOROUGH COUNCIL**

Civic Centre, Riverside, Stafford ST16 3AQ

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

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If you need this information in  
**large print, Braille, other language**  
or in **audio format** please contact:

[info@staffordbc.gov.uk](mailto:info@staffordbc.gov.uk)

01785 619 000