



# Council Tax Recovery Explanatory Notes

## FINAL NOTICE

### WHY

### Have I received a Council Tax Final Notice ?

A final notice has been issued to you as council tax payments are in arrears. You have been notified of this with the issue of two previous reminders. Under the Local Government Finance Act 1992, your right to pay by monthly instalments has been withdrawn. This final notice is requesting that the full balance outstanding for this financial year becomes payable within 7 further days of the issue date of this final notice.

At this stage you may continue to pay by instalments, direct debit is the preferred method of payment but we will still accept cash. **It is important that you contact the Customer Service Centre on 01527 881288 to make this arrangement.** The arrangement must be paid in full by January of that financial year.

**If the final notice remains unpaid then recovery action will commence.**

### WHAT

### Happens if I don't pay in accordance with the Final Notice ?

The council will request that the Magistrates issue a Court Summons requesting that you attend at a Magistrates Court hearing plus incurring costs of £59.50.

If the full balance plus costs are not paid prior to the hearing date, the council will ask the Magistrates Court to grant a liability order permitting further action to secure payment of the total amount due.

This could result in an attachment of earnings or benefit or to instruct a bailiff to collect arrears. (The bailiff costs will be added to the debt outstanding).

The council may still consider a direct debit arrangement request but only to be secured with employment or benefit details. (Please contact the Customer Service Centre on 01527 881288 to discuss this arrangement).

If the arrangement is not kept to, the arrangement is immediately cancelled and the council will be able to enforce an attachment of earnings or benefit automatically.

Ultimately, the council can make an application for you to be committed to prison for non payment of council tax.

# CAN

## I still apply for Council Tax Benefit ?

You may be entitled to Council Tax benefit so please ask for an application form. If you qualify, benefit can only start from when we have your completed form. An application for benefit will not stop any action we are taking to recover what you owe, so please contact the Customer Service Centre to discuss your account.

If you are having difficulties paying your Council Tax or require any further assistance please contact **Customer Services** on **01527 881288** to discuss your account or

e-mail: **revenues@bromsgrove.gov.uk**

Fax: **01527 881223**

Or write to: **Revenue Service**  
**Bromsgrove District Council**  
**Po Box 7780**  
**Bromsgrove B60 1EH**

Visit our web site at **www.bromsgrove.gov.uk**



**Bromsgrove**  
District Council

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



## Need help with English ? Ethnic Access Link Tel: 01905 25121

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'Potrzebujesz pomocy z Angielskim - skontaktuj się z Ethnic Access  
Tel: 01905 25121'

Potrebujete pomôct's angličtinou? Kontaktujte etnickú prístupovú linku  
na telefónom čísle 01905 25121

„Aveți nevoie de ajutor cu engleza? Contactați Ethnic Access la numărul  
de telefon: 01905 25121.”

क्या अंग्रेजी में सहायता चाहिए? ऐथनिक ऐक्सेस लिंक [Ethnic Access Link]  
से फोन: 01905 25121 पर संपर्क करें

آپ انگریزی میں مدد چاہتے ہیں - نسلیاتی رسائی [Ethnic Access]  
سے رابطہ کریں ٹیلیفون: 01905 25121

**This leaflet can be provided in large print, braille,  
CD, audio tape and computer disc.**