

Q. Do I have to attend Court?

You need not attend court if you accept that you are liable to pay the council tax and costs. The only legal defences against the issue of the Liability Order are that the tax has not been legally demanded or that it has been paid. If you feel that you are not liable to pay the council tax and have been unable to resolve the matter with the Council then you should attend.

Q. Will the issue of a summons affect my ability to obtain Credit?

No. Neither the Magistrate's Court, nor the Council give information about these proceedings to any Credit Agencies.

Q. When I received the Reminder I made an agreement to pay the Council. Why has a summons now been issued?

Part of the agreement was that the Council would obtain a Liability Order to safeguard the Council's interests. The powers given by the Liability Order will not be used provided your payments are made regularly as agreed.

It is much easier, quicker and cheaper to sort out all matters before the Court hearing by contacting:

**The Recovery Section
Tewkesbury Borough Council
Resources Directorate
Gloucester Road
Tewkesbury
Glos. GL20 5TT**

**Telephone: (01684) 295010
Fax: (01684) 272157**

**email:
revenues@tewkesbury.gov.uk**

Or visit one of our advisors between:

8.30 am - 5.00 pm Monday - Thursday

and

8.30 am. to 4.00 pm. on Friday

NO APPOINTMENT NECESSARY

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COUNCIL TAX SUMMONS

Your Questions Answered



2002-2003
Crime Reduction in Rural Areas



Enclosed with this leaflet is your council tax summons.

Below we have answered some of your questions.

Q. Why has this summons been sent to me?

The Council's records show that you were sent a bill which required you to pay instalments of your council tax on regular monthly dates. You were sent a reminder telling you that if payments were not brought up to date within seven days you would lose the right to pay by instalments and the whole years council tax would become due. As you did not pay as required by the reminder the summons has been issued and costs are also due from you.

Q. What will happen now?

If the Council proves to the Court that you are liable for the council tax, and that you have not paid, a Liability Order will be issued against you.

Q. What is a Liability Order?

It is an order from the Court which enables the Council to:

- ▶ Require you to give information about your financial circumstances
- ▶ Issue an Attachment of Earnings Order to your Employer requiring him to deduct the council tax from your pay
- ▶ Instruct Bailiffs to collect the tax or seize your possessions and sell them at auction to recover the debt
- ▶ Order the Department of Work and Pensions to deduct weekly amounts from Income Support/Job Seekers Allowance
- ▶ Commence Bankruptcy proceedings against you in certain circumstances

Q. Can I stop the matter going to Court?

Yes, by making payment of the full amount before the date of the Court. Post dated cheques will not be accepted.

Q. I am unable to pay immediately, what should I do?

You should contact the Revenue Services Section at the Council to discuss your position. Please do this as soon as possible and do not leave it until the date of the Court. It may be possible to make a special payment agreement. If an agreement is made, the Council will still ask the Court to issue a Liability Order. Provided you make the payments as agreed, the powers given by the Liability Order will not be used by the Council.

Q. I am on a low income, is any help available to me?

If you have not already claimed council tax benefit you may wish to do so now, but the benefit will not be backdated. Making a claim for council tax benefit will not stop the summons proceeding to Court. Application forms are available from the Revenue Services Section.