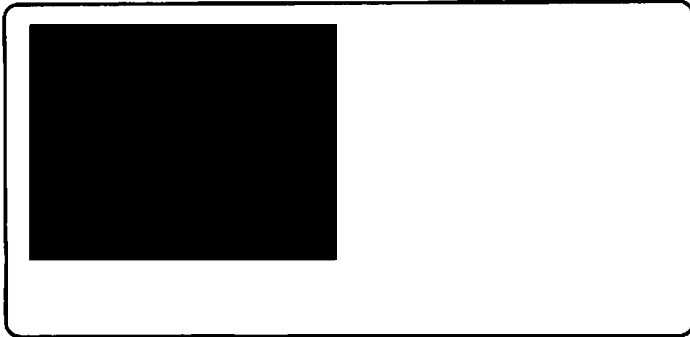


THURROCK COUNCIL

Council Tax Office, PO Box 1, Civic Offices, New Road, Grays, Essex, RM17 6LT
Tel:- (01375) 652840. Fax:- (01375) 652786
e-mail:- Council.Tax@thurrock.gov.uk
Thurrock Council Welcomes Type Talk Calls.

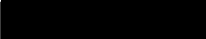



Date: 

Payment reference number : 

Re : 

COUNCIL TAX LIABILITY ORDER NOTIFICATION

You are advised that on the  the Grays Magistrates Court made a Liability Order against you in respect of £ Council Tax and/or unpaid legal costs. The Liability Order amount includes £30.00 costs you have incurred as a result of its issue.

The Liability Order amount due for immediate payment is £38.76

The Liability Order gives the Council powers to recover the outstanding amount by employing bailiffs, arranging an attachment of earnings order with your employers, or by making deductions from any income support or job seekers allowance you may receive. In certain circumstances we may consider applying to the County Court for your Bankruptcy or to have a Charging Order placed on your property.

If you cannot pay in full now, you must complete and return the enclosed Demand for Information form immediately. Failure to supply the required information is a Criminal Offence, and you could be fined up to £1000.00 at the Magistrates Court.

If you fail to pay in full within 14 days and an acceptable arrangement for payment by instalments is not made, your account will be referred to a bailiff for collection when you will incur substantial additional costs. (Details of these are shown overleaf)

Making Payment

Payment should be made to our Cashiers desk at the Council Office address shown above, between 9.00 a.m and 4.30 p.m, Monday to Friday. You may also make payments by telephone on (01375) 652127 from 8.00 a.m to 8.00 p.m, Monday to Friday and from 9.00 a.m to 12.00 noon on Saturdays. You will need to quote your payment reference number and the amount you would like to pay so please have these to hand. Postal payments should be sent to the Council Office address at the top of this page. Please write your payment reference number on the back of your cheque. **DO NOT SEND CASH OR POST DATED CHEQUES.**

Arrangements to pay by instalments

A request for an instalment arrangement is only considered when details of employment and earnings are received. The enclosed form gives you the opportunity to put forward your proposals for payment and provided the completed form is received by the Council within 7 days, your offer will be considered. You may give these details by telephone if you wish, by telephoning (01375) 652840.

If you have any queries, please contact this office immediately.

COLLECTIONS MANAGER

CHARGES CONNECTED WITH BAILIFF ACTION

Costs incurred as a result of action taken by a Bailiff after a Liability Order has been obtained are specified in the Law. The fees that are chargeable are set out in the schedule of charges below. Wherever they are incurred, these costs are payable by you along with the Council Tax debt to the Bailiff directly.

| BAILIFF ACTION | EXPLANATORY NOTES | CHARGE |
|--|--|---|
| First visit (where no levy is made) | | £24.50 |
| Second visit (where no levy is made) | | £18.00 |
| Levy Fee (sliding scale based on the amount of the debt) | Debt not exceeding £100.00 | £24.50 |
| | More than £100.00, but less than £500.00. | £24.50 plus 4% of the amount between £101.00 - £500.00 |
| | More than £500.00, but less than £2,000.00. | £36.00 plus 2.5% of amount between £501.00 - £2,000.00 |
| | More than £2,000.00, but less than £10,000.00. | £73.50 plus 1% of amount between £2,001.00 - £10,000.00 |
| | More than £10,000.00. | £153.50 plus 0.25% of amount over £10,000.00 |
| Attendance with a vehicle (to remove goods) | | Reasonable costs and fees incurred |
| Removal and storage of goods (prior to sale) | | Reasonable costs and fees incurred |
| Close Possession | When a bailiff stays on the premises pending payment. | £15.00 per day |
| Walking Possession | Where removal of specified goods is delayed pending payment by arrangement, and the agreement is signed by the debtor. | £12.00 |
| Appraisalment (at the written request of the debtor) | | No charge unless the debtor was advised of the charge and method of calculation before the appraisalment. |
| Auctioneer's fee | Where the sale takes place on the Auctioneers premises. | 15% of the sum realised. |
| | Where the sale is held on the debtors premises. | 7.5% of the sum realised. |
| Advertising costs | Where the sale does not proceed because the debt is paid. | £24.50 or actual costs incurred up to 5% of the Liability Order amount, whichever is the greater. |

Disputes arising from charges made under this schedule may be heard by a District Judge of the County Court.