

KIRKLEES MAGISTRATES' COURT SUMMONS FOR NON-PAYMENT OF COUNCIL TAX

Address of property giving rise to the charge:

Complaint has this day been made to me the undersigned by the Council of the Borough of Kirklees that you, being a person or persons liable to the Council tax set out in the Schedule below, have not paid the sum due.

You are hereby summoned to appear on Wednesday 6th July 2016 at 09:45 before the Magistrates' Court sitting at the Court House, Civic Centre, Huddersfield, to show cause why you have not paid the said sum(s). If you do not appear, your case will be heard in your absence and dealt with according to Law.

THE SCHEDULE

DATED: 16-JUN-2016

YEAR	FROM	TO	AMOUNT DUE
2016	01-APR-2016	31-MAR-2017	

Amount for which this Summons is issued: .
SUMMONS COSTS (already incurred): £120.00
TOTAL AMOUNT DUE:



Officer authorised by Justices' Clerk

If the balance of the summons (INCLUDING COST)* (see back) is received in full by the council before the court hearing all further proceedings will be stopped. If the summons balance and costs* (see back) are not received in full before the hearing an application will be made for a Liability Order.



ACCOUNT NUMBER:

Quote this number when making payment

Frequently asked questions

Why have you added costs?

You have not paid your council tax bill as instructed so we have sent you a summons. It costs us extra money to prepare a summons for court, so we add this to your account

How can I stop this from going to court?

Pay the amount due, including reduced costs of £80.00, now. (ie £40.00 reduction in costs for prompt payment) Please note: Summons costs will only be reduced if the full payment is received by Kirklees before the court hearing date, if payments are received on a later date the full balance including all costs will be payable.

Do I have to attend court?

No. If you agree with the amount you owe and cannot pay in full, you can make a payment arrangement with us now.

We will still secure your debt at court. See below "What happens at the court hearing?" Provided you supply information requested on the Order, and pay as agreed, we won't take any further action.

Please note: The court cannot make a payment arrangement with you.

What if I disagree with the amount I owe?

Contact us straight away and we'll do our best to help. Please note that an application for council tax reduction or an outstanding appeal against your council tax banding or council tax charge is not a valid defence against the issue of a Liability Order.

What happens at the court hearing?

We will ask the Magistrates to grant a Liability Order.

A Liability Order gives us the power to recover your unpaid council tax using other methods if needed, including:

- taking money direct from your wage or certain benefits
- instructing an Enforcement Agent (Bailiff) to take control of your goods
- starting Bankruptcy proceedings
- putting a Charging Order on your property
- applying for your committal to prison

The court will grant a Liability Order provided we have followed regulations by sending council tax demands correctly.

We will send you the Liability Order along with a 'Means Enquiry' form. You must, by law, provide the information requested on this form within 14 days of receipt, otherwise you could be fined up to £1000.

Payment Options

- Save time, do it online at www.kirklees.gov.uk/counciltax
- By phone
 - To make a payment anytime call 01484 414818
 - If you can't pay within the next 7 days please call us straight away on 01484 414959

SPA Ref:

Date: 16-JUN-2016

Your Ref:

Dear Sir / Madam

COUNCIL TAX SUMMONS - SPECIAL PAYMENT ARRANGEMENT

We have sent you a summons because you have not paid your council tax instalments by the date shown on your bill.

Although your previous instalments are now cancelled and the full balance is due, I am prepared to offer a final payment arrangement for you to pay the balance monthly. Please see the amounts below. At the court hearing the council will still apply for a Liability Order for the outstanding amount and costs. **Please note you do not need to attend the court hearing.** Please see overleaf and the enclosed summons notice for more information regarding this.

Payments must be made by the dates shown below:

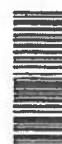
Due Date	Amount (£)	No of Monthly payments
29-JUN-2016		7
29-JAN-2017		1

To accept this arrangement you must pay the first instalment by the due date as shown above and then ensure future payments are made by the appropriate dates. If you wish to pay your arrangement by Direct Debit, please call 01484 414900. Otherwise, you do not need to phone the council or contact us further.

If you do not make the first payment before the date shown above, this arrangement will be cancelled without further contact and recovery action will continue once the Liability Order has been granted. This may involve passing your account to an Enforcement Agent for which you would be charged £75 for each Liability Order sent to them and could incur further costs should Enforcement action be required. Any further bills we send you should be paid separately alongside this instalment plan.

Yours faithfully

Customer & Exchequer Services



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