



**London Borough
of Hounslow**

Corporate Services Contract -Client Uni

London Borough of Hounslow, Civic Centre, Lampton Road, Hounslow, TW3 4DN

Our Ref: [REDACTED]
Your Ref: [REDACTED]
Telephone: [REDACTED]
Email: [REDACTED]

Dear [REDACTED]

Council Tax Arrears

Council Tax Committal to Prison Application - Monday 12 February 2018

London Borough of Hounslow has made an application to the Magistrates Court for the issue of a Summons for your attendance at the Magistrates Court non-payment of Council Tax.

The Summons is enclosed for your attendance at Ealing Magistrates Court, The Court House Green Man Lane W13 0SD on **Monday 12 February 2018 at 10.00 am**.

You are advised to either settle your arrears of [REDACTED] in cleared funds prior to the hearing or attend the hearing to make an offer of payment to the Court. You must complete the enclosed financial means enquiry form and provide documentary evidence of your income and expenditure

The Magistrates will hold an inquiry into your financial circumstances to determine whether your failure to pay your Council Tax is due to your Wilful Refusal or Culpable Neglect. If the Court is of the opinion that your failure to pay is due to Wilful Refusal or Culpable Neglect, it may:

- Issue a Warrant of Commitment and send you to Prison, or
- Fix a term of imprisonment and postpone the issue of the Warrant until such time and on such conditions as the Court thinks just. The Court will fix payment terms for you to pay your arrears.

You are also urged to consider seeking independent advice from a Solicitor or the Citizens Advice Bureau. A Duty Solicitor will be available at the hearing if required.

If you fail to settle your arrears in full or attend the hearing on Monday 12 February at 10.00am, the Council will apply for a Warrant for your arrest. You will incur further costs.

If you are in full time employment, the Council can apply for an attachment of your earnings, which would suspend any Court action. At this stage, if you would prefer an

attachment of your earnings, please contact me immediately providing your employers full name, address and telephone number, your payroll number, national insurance number and date of birth. The Council will then consider your request.

For further advice on this matter, please contact me direct on [REDACTED]

Yours sincerely

[REDACTED]

Council Tax Account Number:

Council Tax Means Enquiry Form

This information must by law be completed and returned within 14 days. BOTH SIDES OF THIS FORM
MUST BE COMPLETED FULLY, IN BLACK INK.

Section 1 - Personal Details

Surname:

Forenames:

Home Address:

Incl. Postcode

Contact Telephone numbers:

Daytime:

Evening:

Mobile:

Section 2 - Employment Details

Name of Employer:

Address of Employer:

Contact Telephone Number:

What is your payroll or employee number?

What is your occupation or job title?

What is your gross income?

The amount you get paid before deductions.

Please confirm whether you are paid:

Weekly ☐ Fortnightly ☐ Monthly ☐

Deductions from this income:

Income Tax:

National Insurance:

Other deductions:

(Please Specify)

What is your usual net pay?

The amount that you actually receive.

If you have any other income, please provide details:

Section 3 - If you are currently unemployed

Do you receive:

State Benefit:	YES/NO
Income Support (IS) Jobseekers Allowance (JSA)	
Private Pension:	YES/NO
Pension Credit:	YES/NO

Provide your National Insurance Number and Date of Birth:

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Section 4 - Financial Statement

INCOME Please indicate Weekly/Monthly	£	EXPENDITURE	£
Your salary		Mortgage/Rent Payments	
Partner's Salary		Please indicate	
If applicable		Council Tax	
Working Tax Credits		Water Rates	
Child Tax Credits		Gas	
Pensions i.e. State Pension or Private Pension		Electricity	
Pension Credit Guaranteed or Savings		Maintenance Payments	
Unemployment benefit i.e. IS or JSA		Childcare	
Child benefit		Telephone Landline:	
Other state benefits i.e. Attendance Allowance, Disability Living Allowance, Incapacity Benefit, Carers Allowance		Telephone Mobile:	
Maintenance		Housekeeping	
Social Services benefits		School/ Work Meals	
Other Income Please give details		TV Rental	
Family Contributions		TV Licence	
Total Income		Sky/Cable TV	
		Magistrates' Court Fines	
		Public Transport	
		Car/Motor Loan	
		Car Motor Insurance	
		Petrol	
		Clothing	
		Store Cards	
		Loans	
		Credit cards	
		Other expenses Please state	
		Total Expenditure	

Section 5 - Declaration

I declare that the information I have given on this form and any attachments is accurate and to the best of my knowledge and belief. I understand that I may be prosecuted if I knowingly give any false or misleading information. I also understand that the Council may check any information given.

Name in CAPITALS:

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Signature:

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Date:

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The information provided on this form may be used in the detection of fraud and may be used by the Council for policy research.



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 Private Pension: YES/NO
 Pension Credit: YES/NO

Provide your National Insurance Number
 and Date of Birth:

Section 4 - Financial Statement

INCOME Please indicate Weekly/Monthly	£	EXPENDITURE	£
Your salary		Mortgage/Rent Payments Please indicate	
Partner's Salary If applicable		Council Tax	
Working Tax Credits		Water Rates	
Child Tax Credits		Gas	
Pensions i.e. State Pension or Private Pension		Electricity	
Pension Credit Guaranteed or Savings		Maintenance Payments	
Unemployment benefit i.e. IS or JSA		Childcare	
Child benefit		Telephone Landline:	
Other state benefits i.e. Attendance Allowance, Disability Living Allowance, Incapacity Benefit, Carers Allowance		Telephone Mobile:	
Maintenance		Housekeeping	
Social Services benefits		School/ Work Meals	
Other Income Please give details		TV Rental	
Family Contributions		TV Licence	
Total Income		Sky/Cable TV	
		Magistrates' Court Fines	
		Public Transport	
		Car/Motor Loan	
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Other state benefits i.e. Attendance Allowance, Disability Living Allowance, Incapacity Benefit, Carers Allowance		Telephone Mobile:	
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Social Services benefits		School/ Work Meals	
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