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Tel: 020 7525 7452

Date: 13 January 2017

Ref: 732333

Ms Mary Glister

Via email

[request-377635-424ccae2@whatdotheyknow.com](mailto:request-377635-424ccae2@whatdotheyknow.com)

Dear Ms Glister

**RE: YOUR REQUEST FOR INFORMATION: 732333**

I am writing further to your request for information dated 19 December 2016. We have now completed our search for the information you requested.

Your request:

***Council Tax Liability Orders (prescribed forms omitted since 2003)***

***Please provide under the FOIA a copy of what the council are using to enforce non-payment of council tax in place of the prescribed court sealed magistrates court liability order.***

***The Council Tax (Administration and Enforcement) (Amendment) (No. 2) (England) Regulations 2003.***

Our response:

Southwark Council only use magistrate court liability orders to enforce non-payment of Council Tax.

Attached is the Enforcement Notice letter which is sent to the debtor after the Liability Order has been issued by the Magistrates Court.

This information is being provided as a statutory obligation under the Freedom of Information Act 2000. Please note that under the Privacy and Electronic Communications (EC Directive) Regulations 2003 Southwark Council ask not to receive unsolicited marketing communications.

You are free to use the information provided for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, requires the permission of the copyright holder. You may apply for permission to re-use this information by submitting a request to [accessinfo@southwark.gov.uk](mailto:accessinfo@southwark.gov.uk); you can find details on these arrangements at <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/copyright-and-re-use/>. Detailed advice about the Reuse of Public Sector

Information Regulations (PSI) 2005 is available from the Office of Public Sector Information at:  
<http://www.opsi.gov.uk/advice/index.htm>

If you are unhappy with the service you have received in relation to your request and wish to make an appeal for a review of our decision, please write to [accessinfo@southwark.gov.uk](mailto:accessinfo@southwark.gov.uk).

If you are not content with the outcome of your appeal, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have first exhausted our internal appeal procedure and you should contact her within 2 months of the outcome of your internal appeal.

Further information on the Freedom of Information Act is available through the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely

Vanessa Bascoe  
**Corporate Freedom of Information Officer**