



# Brighton & Hove

BRIGHTON & HOVE CITY COUNCIL  
 LOCAL TAXATION SERVICES  
 PO BOX 2929  
 PRIORY HOUSE  
 BRIGHTON BN1 1PS

ANNEXE 7



TELEPHONE : BRIGHTON (01273) 291291  
 (QUEUING SYSTEM IN OPERATION)

FAX : BRIGHTON (01273) 291881



MINICOM : BRIGHTON (01273) 290111  
 (For deaf and hard of hearing Council Tax payers only)

REFERENCE:

DATE OF ISSUE:

*Address of property*

## Final Council Tax Instalment Arrears Notice

The council's records show you have fallen into arrears again with the payment of your Council Tax.

**Arrears of instalments as at £**

This sum includes all unpaid instalments due up to the date this notice was issued.

If payment of this amount is received within 7 days from the date of this notice, you may continue to pay your Council Tax in monthly instalments. However, this is your final reminder, and if you fall into arrears again, the instalment arrangements will be cancelled without further notice. If this happens the total amount of Council Tax outstanding at that time will be payable in full.

**This currently amounts to £**

**These figures exclude any previous arrears for which recovery action has already been taken.**

**If you are in arrears at any time after 14 days from the issue of this notice, recovery action will be taken without further notice, for which Summons Costs of £42.00 will be incurred. Please ensure that this does not happen by making future payments in time to reach the council on or before the due date of each instalment.**

**Please read the notes over the page, which explain your legal obligation to pay Council Tax, and which form part of this notice. They also tell you how to pay your Council Tax, and what to do if you have any questions about your bill.**

**If you have paid the arrears of Council Tax since the date of issue shown above, you may continue to pay in monthly instalments, but please remember that if you fall behind with your payments again, you will not receive another reminder.**

