



# Brighton & Hove

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



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*

## Council Tax Instalment Arrears Notice

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

**Arrears of instalments as at**

**£**

This sum includes all unpaid instalments up to the date this notice was issued. If you do not pay this amount within 7 days from the date of this notice, we will cancel the arrangement allowing you to pay your council tax in monthly instalments without further notice.

If this happens **the total amount of outstanding Council Tax will become payable in full.**

**This currently amounts to £**

**Recovery action can be taken without further notice at any time after a further 7 days have passed, i.e. if the total sum due has not been paid in full within a total of fourteen days from the date of issue.**

If recovery action has already been taken in respect of any previous arrears, the amount(s) involved are not included in the above figures.

**Please read the notes over the page, which explain your legal obligation to pay Council Tax, and which form part of this notice.**

The notes 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 should ignore this notice. Please remember that each of your Council Tax instalments must reach this office by the date it is due.

