

Your legal right to pay Council Tax by instalments

All Council Tax payers have the right to pay by instalments as long as each instalment is received by the date it is due. If payment is not received, a reminder notice is sent requiring the arrears of instalments to be paid within 7 days of the reminder being issued.

If your instalments are cancelled

If you do not pay the arrears shown on the front page of this reminder within 7 days **you will not receive another reminder** and your instalment arrangement will be automatically cancelled.

Recovery Action

After you have lost the right to pay Council Tax by instalments, recovery action through the courts may begin for the total sum due at any time after a further 7 days has passed without further notice.

Additional Charge

You will incur additional costs if recovery action is taken through the courts.

Please make sure you pay your arrears within 7 days of this reminder being issued so that you do not lose your right to pay Council Tax by instalments.

Council Tax enquiries

If you have any questions about this reminder, it is very important that you contact us now to discuss it. You can telephone our staff on (01273) 291291 for advice, or write to Local Taxation Services, PO Box 2929, Priory House, Brighton, BN1 1PS, or email us at council.tax@brighton-hove.gov.uk, or call at the Public Enquiry counter at Priory House, Bartholomew Square, or Hove Town Hall, Norton Road, Hove. (Opening hours :- Monday - Friday 8.45am to 4.30pm, excluding Bank Holidays).

Please note: Payment should be made direct to Brighton & Hove City Council. Transfers by bank or Post Office involve significant delays in the Council receiving the money, which might result in the cancellation of your instalment arrangement.

How to pay your Council Tax

If you pay through a bank or Post Office, there will be a delay before the council receives your payment, which could mean you lose your right to pay by instalments. **Because of this you are advised to pay your arrears directly to the council.**

Internet Payments

You can pay via the Internet using a Switch or Delta Debit card by logging on to the council's website at www.brighton-hove.gov.uk and following the on-screen instructions.

Paying in person

You can pay by cash or cheque at the Cashiers' Office, Priory House, Bartholomew Square, Brighton; Hove Town Hall, Norton Road, Hove; Council Offices, Victoria Road, Portslade; Lavender Street, Kemp Town; Manor Place, Whitehawk; Selsfield Drive, Moulsecoomb or 20-22 Oxford Street, Brighton. Cheques should be made payable to "Brighton & Hove City Council" and crossed "A/C Payee only". Make sure you write your address and reference number on the back of your cheque.

Paying by post

Send the cheque with your bill to Brighton & Hove City Council, PO Box 2929, Priory House, Brighton BN1 1PS. Cheques should be made payable to "Brighton & Hove City Council", and crossed "A/C Payee only". Make sure you write your address and reference number on the back of your cheque.

