

The amount shown on the front of the Summons as the “Total due” Figure (outstanding Council Tax plus the Summons costs) is due and payable before the Hearing date (shown on the line below the Total due figure).

If any amount remains outstanding as at the Hearing date (even just costs), then the Council will apply for a Liability Order for that outstanding balance plus additional costs.

A Liability Order gives the Council the authority to :-

- Request information about your earnings and whom you work for etc.
- Instruct your employer to make deductions direct from your wages.
- Apply to the Department of Works and Pensions for deductions from either your Income Support, Job Seekers Allowance or Pension Credits (Guaranteed).
- Instruct Bailiffs to remove goods to the value of the debt.
- Start Bankruptcy proceedings against you.
- Commence proceedings for your committal to prison (if any of the above are not possible/successful).

Details of how to pay and/or contact the Revenues section are listed on the enclosed letter, headed “Brighton & Hove City Council Customer Services”.

