

Summons Information

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outstanding, as at the Hearing date (even just costs), and you have not set up a Direct Debit and had the Summons Withdrawn, then the Council will apply for a Liability Order for that outstanding balance plus additional costs of £70.00.

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, Employment Support Allowance or Pension Credits (Guaranteed).
- Instruct Bailiffs to remove goods to the value of the debt.
- Start Bankruptcy proceedings against you.
- Obtain a Charging Order on your property.
- Commence proceedings for your Committal to prison (if any of the above are not possible/successful).

Payment options available

Debit card payments (24-hour automated system)

You can pay over the phone using your debit card, any time, any day by calling us on 01273 291908 (you will need your Council Tax reference number and your debit card to hand).

Internet payments

You can pay via the Internet using your debit card by logging on to the Council's website at www.brighton-hove.gov.uk and following the on-screen instructions.

Credit card

You can pay over the phone using your credit card, by calling us on 01273 291291 (Monday to Friday 8.30 a.m. to 5.00 p.m.)

Paying in person

You can make payments at any of the Council's Housing/Rent offices:-

Victoria Road, Portslade
Lavender Street, Kemp Town
20-22 Oxford Street, Brighton
Manor place, Whitehawk
Selsfield Drive, Moulsecoomb

Paying by post

Send a cheque to Brighton & Hove City Council, PO Box 2929, Priory House, Brighton BNI 1PS. Cheques should be payable to "Brighton & Hove City Council". (Please ensure that you write your address and reference number on the back of your cheque).

Although payments can also be made via your Bank, the Post Office and PayPoint outlets, these methods are subject to a delay in your payment reaching your Council Tax account, which could lead to the Liability Order being obtained and the costs incurred.

