

# Council Tax Notice of Liability Order



Town Hall Penrith Cumbria CA11 7QF  
Telephone: (01768) 212221/212215  
Facsimile: (01768) 890653  
Email: [recovery@eden.gov.uk](mailto:recovery@eden.gov.uk)

Mr Council Tax Payee  
The Street  
The Town  
The County  
The Postcode

Address of the Council Tax Property:  
The Street  
The Town  
The County  
The Postcode

Date of Issue:00/00/0000

Council Tax Account Number: 000000001

Summons Number: 001

Take notice that a Liability Order was granted to the Council by Carlisle Magistrates Court on the 00/00/0000. The Liability Order now enables the Council to either **distrain** upon your goods, make an attachment against your earnings or to request that deductions be made from your Income Support, Income Based Job Seekers Allowance, Employment Support Allowance or Pension Credit. I must now inform you that unless payment of £100.00 is made in full **within fourteen days** the Council will commence one of the recovery options without further notice.

In accordance with Regulation 36 of the Council Tax (Administration and Enforcement) Regulations 1992, you are under a duty to supply relevant information to the Council, and I must ask you to complete the enclosed request for information form and return it to the Council **within the next fourteen days**.

**Failure to comply with this request could result in you being brought before the Magistrates and may lead to a fine of up to £500.**

## **Detailed below are issues frequently raised by Council Tax payers**

**Q     What is a Liability Order?**

A     It is a Court Order made by the Magistrates' Court due to non-payment of Council Tax. The order allows the Council to recover the Council Tax in a number of ways.

**Q     This is the first notice I have received**

A     The Council has previously issued a demand notice, reminder and a summons.

**Q     I have lodged an objection against my liability for the tax**

A     Payment must be made in accordance with the demand issued. If your appeal is successful any necessary adjustments will be made and overpayments, if any, will be refunded.

**Q     My income is low and I can't afford to pay**

A     Council Tax payers with limited income may be entitled to assistance with their Council Tax. Benefit application forms and further details are available from the Benefits Team on (01768) 212185 / 212146 / 212245 or can be collected in person from the Town Hall.

**Q     How can I pay?**

A     Payment can be made by debit card by telephoning the payment lines on (01768) 867324 or 865733. Alternative methods of payment are set out on your original council tax bill. Or you can make an arrangement with the recovery section.

**Q     What should I do now if I am unable to pay now?**

A     You must complete and return the enclosed Request for Information Form. If you fail to do so you commit a criminal offence.

**Q     How can I get advice?**

A     The Citizens Advice Bureau provides independent advice to anyone with financial problems. It is better to seek help early rather than waiting because delay could make the problem worse. The Bureau can be contacted by telephoning (01768) 863564.

# Request for Information



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Mr Council Tax Payee  
The Street  
The Town  
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Council Tax Account number : 000000001

Date: 00/00/0000

**This form must be completed and returned to the Council within 14 days**

Pursuant to Regulation 36 of the Council Tax (Administration and Enforcement Regulations) 1992

**IT IS A CRIMINAL OFFENCE:**

- (a) To refuse to supply information. A fine of up to £500 can be imposed by the Magistrates' Court.**
- (b) To knowingly or recklessly supply false information. A fine of up to £1000 can be imposed by the Magistrates' Court.**

**1. Employment Details:**

Your Position:	
Employer's Name:	
Employer's Address:	

**Your Income Details:**

Payroll Number:		National Insurance Number:	
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Expected earnings (after deductions):	£	Weekly / Monthly
Are there any statutory deductions already being taken from your wage? If yes, state the amount and give details.	£	Yes / No per

2.

Do you have any other Income (e.g. Pensions, Part time Work, investments etc)	Yes / No
Give details of this income:	
Amount you receive	£ per week / month

3. If you are not employed please give details of your income.

Do you receive Income Support, Job Seekers allowance, ESA or Pension Credit?	Yes / No
Give details of this income:	
Amount you receive	£ per week / month

4.

Is anyone else jointly and severally liable for Council Tax?	Yes / No
If yes, who?	

5.

I enclose	£	and wish to pay my arrears by	weekly / fortnightly / monthly
instalments of	£	until my arrears are cleared.	

(Please bear in mind when working out an instalment plan that it is the policy of Eden District Council to clear all arrears by the end of the financial year - 31 March).

**I declare to the best of my knowledge and belief the information I have given is true and that if I have supplied false information I shall be liable to prosecution.**

Signature		Date	
Telephone Number		Mobile Number	
Email Address			

The information you have given will help the Council to decide whether to apply for deductions from your earnings / benefits.

The Council will notify you in due course if your offer to clear the arrears is acceptable.