



## **What happens if you don't pay?**

### **Recovery procedures**

- If you do not pay your instalment when it is due, we will send you a reminder which says you must pay all the instalments you owe within seven days. If you do not, you will lose the right to pay by instalments and you will have to pay the full amount on your account immediately.
- We will only send you two reminders a year. If you do not pay the amount on the reminder, we will start legal proceedings to get back the money you owe us.
- If we do this, you will have to pay extra costs. You will then receive a summons. We will apply to the Nottingham Magistrates' Court for a summons to be issued against you for the full amount of council tax you owe. This cost will be added to the amount you owe.
- If we still don't receive a payment, we will apply for a liability order at the Nottingham Magistrate Court. Please do not ignore the summons because if you do not pay the council tax we could attach your earnings; send an enforcement agent to collect the debt; or take money from certain state benefits.
- The enforcement agent will write to you and come to your property to collect the amount you owe or take your property to sell at auction. Enforcement agent fees will be added to the amount you owe.

### **Prison**

If none of these methods is successful, we will apply to the court for a committal summons which is the first stage towards prison. There will be costs associated with this application which will be added to the amount you owe.

If you receive a committal summons, you should immediately:

- Contact the Council or you may go to prison for up to three months for each liability order
- Get legal advice or help from a solicitor, your local law centre or Citizens' Advice Bureau.
- If you pay in full, you do not need to go to court. If you do not pay in full, you must go to the court shown on the summons.

The court will assess your income and spending to decide whether you should go to prison. You must bring evidence of your income and spending to court. If you do not go to the hearing, the court will issue a warrant for your immediate arrest. This action will involve further cost which you will have to pay. If you are arrested, you will be taken into custody where you will have to wait for your hearing.

### **Bankruptcy & Liquidation**

If you or your company, owe more than £5,000 in Council Tax or business rates and you have been summonsed, we may start bankruptcy or liquidation proceedings against you.

### **The Council's Enforcement Agents**

**Marston**  
**PO Box 324**  
**Rossendale**  
**BB4 0GE**

<https://www.marstonholdings.co.uk/>

**Phone: 0333 320 1822**

**Email: [generalenquiries@marstonholdings.co.uk](mailto:generalenquiries@marstonholdings.co.uk)**

**Pay Online: <https://payments.marstonholdings.co.uk/>**

**Bristow & Sutor**  
**Bartleet Road**  
**Washford**  
**Redditch**  
**Worcestershire**  
**B98 0FL**

<https://www.bristowsutor.co.uk/>

**Phone: 0330 390 2010**

**WhatsApp Messaging: 0786 007 8251**

**Text: 0778 148 8270**