

## What will happen if I don't pay the amount I am asked to pay on my reminder notice?

If you do not pay, or make arrangements to pay the full amount we have asked for **within seven days**, we **will** cancel your instalment plan.

You will then have to pay the **full amount of Council Tax you owe within another seven days**.

If you do not do this, we will send you a summons and we will add costs to the amount you owe.

Any new arrangement you make will include these costs.

## What will happen if I don't pay the amount I am asked to pay on my final notice?

If you do not pay, or make an arrangement to pay **the full amount we have asked for within seven days**, we will send a summons and we will add costs to the amount you owe.

Any new arrangement you make will include these costs.

## Dedicated to quality customer service Call: 01253 478847

This information is for guidance only. Please contact us to talk about your individual circumstances and we will be able to give you more information.

You can also get information from our website - [www.blackpool.gov.uk](http://www.blackpool.gov.uk)

## For more information or advice

Visit the Customer First Centre, Corporation St, Blackpool.

### Call Centre

You can phone us on:  
**01253 478847**

### Opening Times

8.00 am to 6 pm  
on Monday, to Friday.  
9.00 am to 2.00 pm on Saturday

We issue last tickets for the enquiry service 10 minutes before closing time.

### Customer First

Town Hall PO Box 50  
Corporation Street  
Blackpool  
FY1 1NF

Fax: 01253 478808  
Email: [revenues@blackpool.gov.uk](mailto:revenues@blackpool.gov.uk)

Blackpool Council believes in Access for All

To ensure services provided by Blackpool Council are accessible information is available upon request in a variety of accessible formats including large print, Braille, on audio cassette or computer disk.

We can also provide help for British Sign Language users and provide information in languages other than English.

Please ask for details.

J/63618 8/07

# Council Tax

## What happens if I do not pay on time?



# What happens...

## If I don't pay on time?

### About payment arrangements

#### *Monthly Instalments*

On your last Council Tax bill we told you how much you had to pay and when. This is your instalment plan.

If you are making regular payments, but are paying later than the dates shown on your Council Tax bill, we must still send you a reminder because your payments are late.

If you don't make arrangements with us to pay on a different date, and we have to send you more than two reminders, your instalment plan will be cancelled.

If this happens you will have to pay the full amount you owe within seven days of getting the reminder.

If you are making regular payments, but are paying on a different date, please contact us as soon as possible to talk about making an arrangement.

#### *Special Arrangements*

If you have made a special arrangement to pay what you owe for a previous year's Council Tax, you must pay **both** the instalment due on your arrangement **plus** those shown on your bill for this year.

## Why have I got a reminder notice or a final notice ?

### *Reminder notice*

- We have sent you a **reminder notice** because you have not paid the instalment amounts we have asked you to pay on or before the dates shown on your Council Tax bill.

### *Final notice*

We have sent you a **final notice** because of the following

- We have cancelled your instalments because you have not paid the instalment amounts asked for on or before the dates shown on your Council Tax bill, and this is the third time we have reminded you. We told you on the second reminder that this would happen.
- You don't have any instalments left on your instalment plan and you still owe us money.

## What should I do now?

We show the amount you owe on your reminder or final notice and you must pay this amount **within seven days** if you can. If you pay the amount we ask for in full, **within seven days**, we will not take further action.

If you cannot pay the full amount you must do one of the following

- **Get in touch with us to talk about making a special arrangement.** Before we agree to any special payment arrangement, we will look at your circumstances and your previous payment record.
- **Pay as much as you can afford to reduce the amount you owe. But, we may have to take further action to make sure you pay the amount you owe, and you will have costs to pay as well as this amount.**

Further action may be taken to make sure you pay the amount outstanding. Costs will be added to this amount.

