

# If you miss your Business Rates payment

## Reminder

You will be sent a reminder notice if you have not paid the instalments as advised on your business rates bill.

To bring your payments up to date you must pay the amount shown on the reminder within 7 days. If you do not do this you will lose the right to pay by instalments and the full balance for the remainder of the year will become due after a further 7 days.

If you have made payment in the last few days then you should phone to confirm payment has been received.

To ensure your payment is received on time, you must allow 4 days for payments made at a bank or 10 days for payments made at a post office to be credited to your business rates account. If you are making payments for more than one business rate account a detailed payment schedule must be enclosed with each monthly payment.

You will only receive one reminder and/or final notice in the financial year

- If you miss your Business Rates payment

## Summons

You will receive a summons if you have not paid the business rates as requested.

You will lose the right to pay the business rates by instalments and will have to pay the full amount shown on the summons plus the costs of £250.00 before the court date.

If you pay the amount **IN FULL** (including costs), the Council will not ask the court to issue a liability order against you and no further action will be taken.

If you do not pay the amount **IN FULL** (including costs) then the council will ask the court to issue a liability order against you.

Once a summons has been issued the only payment options are:-

- 1) Payment including the costs in full before the hearing date or,
- 2) Payment over a maximum of 3 months (not offered to household name businesses) or,

3) If the costs plus the outstanding instalments, from the original payment plan, are paid, the remaining balance can be paid in monthly instalments up until January, February or March in accordance with the original bill.

If an arrangement as in 2 or 3 above is made the council will still continue with the application for a liability order. Action will be held providing the agreed arrangement is kept to.

If you cannot agree to any of the above, the debt will be passed to the council's bailiffs for collection which will incur further costs.

## **Why we charge costs**

On the issue of the summons, costs are payable. These will be added to the account and are payable by the ratepayer.

Regulations state that these costs are incurred by the customer against whom action has been taken. It is not fair for customers who have paid on time to bear the cost of reduction in cash flow, additional notices, preparation and court time and court costs.

Arrangements will not be made with customers excluding these costs.

## **Liability Order**

The liability order allows the council to take the following action against you to recover the business rates you owe:

- Instruct Enforcement Agents to take goods and possessions from your business and sell them at auction to raise money to clear your debt. They will charge you extra for this.
- Instigate insolvency action against you or the company
- Instigate committal action, (not limited companies).

Additional charges will be incurred for each of the above options.

**If you wish to discuss why you have received a notice, or discuss how this can be paid, please contact the business rates office (Monday to Friday 9.00 am to 5.00 pm)**

Please make sure you have your business rates account reference number when you contact the office as this is needed to confirm your identity and that information about your own business rates records can be disclosed.