

Your legal right to pay Council Tax by instalments

All Council Tax payers have the right to pay by instalments as long as each instalment is received by the date it is due. If payment is not received, a reminder notice is sent requiring the arrears of instalments to be paid within seven days of the reminder being issued.

If your instalments are cancelled

This is the second reminder sent to you this financial year and if you do not pay the arrears shown on the front page of this reminder within seven days **you will not receive another reminder.** Your instalment arrangement will be automatically cancelled and the whole amount outstanding becomes payable in full.

Recovery action

After you have lost the right to pay your Council Tax by instalments, recovery action through the courts may begin for the total amount outstanding at any time after a further seven days have passed, without further notice.

Additional charges

You will incur substantial costs if recovery action is taken through the courts.

Please make sure you pay your arrears within seven days of this reminder being issued so that you do not lose your right to pay by instalments.

How to pay your Council Tax

If you pay through a Post Office or PayPoint there will be a delay before the council receives your payment, which could mean you lose your right to pay by instalments. **Because of this you are advised to pay your arrears directly to the council.**

Why not set up a Direct Debit?

Direct Debit is the easiest and safest way to pay, and you can choose a payment date to suit you – either 1st, 6th, 15th, or 25th of the month. Simply call us on 01273 291291 with your bank details and we can make the arrangements there and then.

24-hour debit card payments

You can pay over the phone using your debit card, any time, any day by calling us on 01273 291908.

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.

Paying by post

Send a cheque to Brighton & Hove City Council, PO Box 2929, Priory House, Brighton BN1 1PS. Cheques should be payable to "Brighton & Hove City Council". Please write your address and reference number on the back of your cheque.

Council Tax enquiries

If you have any questions about this reminder, it is very important that you contact us now to discuss it. You can either:

- phone our staff on 01273 291291 for advice.
- call in at our enquiry counter at Priory House, Bartholomew Square, Brighton, which is open Monday - Friday 8.45am to 4.30pm (excluding Bank Holidays).
- email us at council.tax@brighton-hove.gov.uk
- write to Revenues & Benefits, P.O. Box 2929, Priory House, Brighton, BN1 1PS.

Council Tax Benefit enquiries

If you live on a low income, you might be entitled to help with your Council Tax bill. Please call our benefit team on 01273 292000 for advice, as soon as possible. Any further delay will reduce your entitlement.

