

# MAGISTRATES' COURTS SUMMONS FOR NON-PAYMENT OF COUNCIL TAX

DATE OF ISSUE: [REDACTED]

[REDACTED]

[REDACTED]

Summons No. [REDACTED]

CTAX Reference: [REDACTED]

Payment Reference: [REDACTED]

Complaint has this day been made to me, the undersigned, Authorised Officer to the Justices, by Woking Borough Council, that you, being a person subject to a Council Tax, in the sum mentioned herein, have not paid that sum, nor any part of it.

YOU ARE THEREFORE SUMMONED TO APPEAR BEFORE THE MAGISTRATES SITTING AT:-

GUILDFORD MAGISTRATES COURT, MARY ROAD, GUILDFORD, , GU1 4PS  
on [REDACTED].

to answer the complaint that you are the person liable to pay Council Tax and that the sum shown below has not been paid in respect of the Tax set by the Council. Details of the Council Tax due under this summons are set out below.

Any communication with reference to this Summons should be addressed to Woking Borough Council, Council Tax Section, Civic Offices, Gloucester Square, Woking GU21 6YL, quoting the CTAX REF and SUMMONS NUMBER.

Council Tax :	£1400.00
Summons Costs:	£84.80
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Total Due :	£1484.80
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Deputy Justice Clerk

If the sums claimed, together with the costs shown, are paid to the Council AND received at the Council Offices before the hearing date, all further proceedings in this matter will be stopped. If you do not include costs with your payment, the Council will apply for a Liability Order.

**STATEMENT OF COUNCIL TAX DUE UNDER THIS SUMMONS**

**IMPORTANT: PLEASE SEE NOTES OVERLEAF**

# INFORMATION ABOUT THIS SUMMONS

## 1) Why has a summons been issued?

The summons has been issued because the amount due, (indicated overleaf) is still shown in the Council's records as being unpaid at the date of the issue of the summons, after due reminder. If you do not consider the amount to be correct then please contact the Council Tax Section prior to the court hearing.

## 2) How can I stop this process?

The Court proceedings can only be stopped if the total amount due (**including costs**) is paid to the Council before the day on which the summons is to be heard. Details on how and where payment can be made are given below, but you are advised not to make them through the Bank or Post Office as the payment may not be received before the hearing.

## 3) What if I am unable to pay immediately?

If you are unable to pay the full amount immediately please contact Woking Borough Council immediately. You can request a payment arrangement by completing the online form on their website [www.woking.gov.uk](http://www.woking.gov.uk) Alternatively you can email them at [ctax@woking.gov.uk](mailto:ctax@woking.gov.uk)

If an arrangement to pay is agreed, the Council will still request a liability order in Court (see (4) below), but there would be no need for you to attend the hearing. However, no further action would be taken on the order, unless you subsequently fail to keep to the payment arrangement. Should you elect to pay by Direct Debit the Council will usually be prepared, depending on individual circumstances, to spread the balance over the remaining instalment period.

## 4) What will happen next?

If the Council proves to the satisfaction of the Court that the amount is due from you, a liability order will be granted. The order enables the Council to obtain payment from you in a number of ways. These include passing the debt to be recovered by Enforcement Agents, who can remove and sell your goods, apply for a charging order, apply to make you bankrupt, apply for payments to be deducted from your earnings or benefits, or apply to have you committed to prison. These methods of recovery may incur further costs. (Please note that such action would not need to be taken if you have previously made and are keeping to an agreed payment arrangement - see 3 above).

## CONTACTING THE COUNCIL

Email: [ctax@woking.gov.uk](mailto:ctax@woking.gov.uk)  
Website (which includes online forms):  
[www.woking.gov.uk](http://www.woking.gov.uk)  
Post: Civic Offices, Gloucester Square, Woking,  
Surrey, GU21 6YL.  
Telephone: 01483 755855

## 5) Should I attend Court?

It is your right to attend the Court Hearing to present your case to the Magistrates if you feel that you are not liable for the amount due on the summons. However, the Magistrates will grant a liability order unless you can show that the amount has not been legally demanded or that it has been paid. You should be aware that the Magistrates are unable to make an arrangement for payment with you, and they cannot take into consideration any matters which may be subject of an appeal to another organisation. This includes appeals to :-

(a) The Listing Officer (Valuation Office Agency)  
e.g. disputes over banding property.

(b) The Valuation Tribunal e.g. disagreements over discounts or property exemptions.

Accordingly if you have been withholding payment because of such an appeal you should now pay in full. Payment will not in anyway prejudice the appeal and if the appeal proves successful you will receive full credit for any overpayment.

**IT IS EASIER AND QUICKER TO SORT OUT MATTERS BEFORE THE HEARING. YOU ARE THEREFORE URGED TO CONTACT THE COUNCIL AS SOON AS POSSIBLE. THE COUNCIL'S DETAILS ARE SHOWN AT THE BOTTOM OF THIS PAGE.**

## PAYMENT NOTES

Please refer to the payment options on your earlier bill. To make a direct payment please use one of the following methods:

### 1. ONLINE

You can pay through their website using a debit or credit card. Please ensure that you quote your payment reference as shown on your bill. If you wish to pay by this method please log onto their website [www.woking.gov.uk](http://www.woking.gov.uk) and click on "Council Tax" under the "Pay" heading.

### 2. HOME BANKING

You can use the home banking service provided by your bank or building society to pay. Please ensure you quote your payment reference, which is shown on your bill. Payments should be made to Lloyds Bank Plc, sort code 30-00-00, account number 03393755 for the credit of Woking Borough Council.

### 3. AUTOMATED TELEPHONE PAYMENTS

You can make a debit or credit card payment at any time 7 days a week by calling the Council on 01483 755855 and selecting option 1 "To make a payment". Please make sure that you have your credit or debit card to hand, along with your payment reference, which can be found on your bill.