Recovery Procedure Flowchart

Below are the various steps that <u>must</u> be followed by the council

Setting the Council Tax   (annual charge)

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Demand Notice   (opening bill)

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Instalments

|

Reminder(s)/Final Notice

|

Complaint   (made to Magistrates' court)

|

Summons

|

Liability Order Hearing

|

Statement of Case   (application for Liability Order)

|

Request for Information   (Employers details, financial statement and opportunity for an arrangement)

Attachment of Earnings	Attachment of Allowances	Deduction from Income Support/ Job Seekers Allowance	Enforcement Agents	Charging Order	Insolvency

Committal

to

Prison