

Why have I been sent a summons?

Your business rates bill showed the number of instalments you had to pay and the dates when you needed to pay them. When you missed a payment, we sent you a reminder to let you know that you would lose your right to pay by instalments if you did not pay the amount you owed within 14 days.

As you missed this first deadline, we gave you another seven days to pay the total amount that you still owe for the year.

We have sent you a summons so that we can get back the total amount of the business rates that you owe for the year, and the cost of the summons, as shown on the notice under “costs to date”.

What if I paid recently?

If you paid the amount you owed before you received this summons, or it is wrong in any way, you should call our business rates service on the number shown at the end of this leaflet. We will check whether we have had the payment and we will stop the summons if we need to.

If this applies to you please make sure that your payments reach us on time in future. The best way to do this is to pay by direct debit. If you would like to pay this way, please tick the box on the form at the end of this leaflet.

You can also use this form to tell us about your recent payments, or you can contact the business rates service on the number shown. You can also use the form to let us know if you think you are not responsible for paying business rates at that address.

What if I have appealed against the amounts of business rates I have to pay for my property?

Even if you have appealed against the amount of business rates you have to pay for your property, you must still pay your business rates bill until the result of your appeal has been decided. If you have paid more than you should have, we will refund the difference.

Although you have appealed against your business rates, which are decided by the valuation office, you cannot use it as a defence against the summons we sent you. Even if your appeal is successful, you will still have to pay any business rates that you owe and the cost of the summons.

What will happen next?

The South Western Magistrates Court will hear your case on the date shown on the summons. If the court decides that you are responsible for paying the business rates at that address and that you should pay the total amount you owe, they will give us a liability order. This order gives us the right to remove and sell goods from your property up to the value of the amount you owe.

If the court gives the council a liability order, you will have to pay extra costs for this. The amount of the costs can be obtained by contacting the Business Rates Service at the address shown.

How can I stop this process?

Because we have already sent you the summons, you can only stop the proceedings by paying us the full amount you owe before your case goes to court. You will still have to pay the cost of the summons as shown on the notice under “costs to date”.

If you want to pay the amount you owe before your case goes to court, you must write your account number on the back of your cheque. This will tell us to stop the summons. If you pay by cash, please send us a note giving us these details. You will find details about other ways you can pay on the back of your summons.

We cannot accept cheques with future dates on them (post dated) and we cannot accept payments at the court.

What if I can't pay?

If you cannot pay the total amount straight away, please let us know so that we can sort out a different way for you to pay. We cannot discuss how you will pay your bill at the court, so you must make sure you contact us before the date of your hearing.

Do I have to go to the court?

If you think that you are not responsible for paying the business rates for the property, or for the amount shown on the summons, you can go to the court to present your case. However, it is much easier, quicker and cheaper to sort out the problem with us before your hearing.

Account:.....

Summons number:.....

Name:.....

Address of the property:.....

.....

.....

Daytime phone number:.....

Evening phone number:.....

Please fill in the relevant section below.

a) I do not think I should be responsible for paying the business rate because:

b) The following payments have not been taken into account in the summons (please give the date when you paid them, the amount paid and how much you paid in each case):

c) I would like to pay the total due on the summons, and the extra Liability Order costs by two monthly instalments.

- First payment: (to be received before the court date)

£ on

- Second payment of balance:

by

On receipt of your proposal, a letter will be sent to you advising whether your proposal is accepted and confirming the amount of the second payment.

d) Please consider the following circumstances:

e) I would like to pay by direct debit in the future. Please send me a form.

Your signature:

Date:

Please print your name:

.....

What will happen at the court?

When you arrive at the court, the staff will show you to the room where the magistrate will hear your case.

The court will decide whether or not you are responsible for the amount we claim you owe us. However, the court does not have the right to give you extra time to pay your bill. We cannot discuss how you will pay your bill with you at the court. And, we cannot accept any payments on the day of your hearing.

We will try to deal with your case on the date we have given you for your hearing, but there may not be enough time for all the cases to be heard. If your hearing is delayed, we will give you a new date and time for your hearing, and you will have to go to the court again on that date.

Who should I contact for help?

If you think you are not responsible for paying the business rates for the property, or you would like to discuss the ways you can pay the amount you owe, please fill in the form over the page, and send it to:

Wandsworth Council
Business Rates Service
Liberata UK Ltd
PO Box 51511
London
SE1 9ZN

You can also call us on (020) 7378 5941. This is a 24-hour answerphone, so you can leave a message for us outside office hours. You can also fax us on (020) 7378 5901.

This leaflet tells you what to do if we have sent you a summons for not paying your business rates. If you have difficulty understanding it in English, please contact: Wandsworth Interpreting Service: (020) 8672 1043/3649 English

আপনার ব্যবসায়ের কর না দেওয়ার জন্য আমরা যদি আপনাকে তলব করি তাহলে আপনার কি কি করণীয় তা এই পুস্তিকাটিতে বিস্তারিতভাবে বলা আছে। যদি আপনার এটি ইংরেজিতে বুঝতে অসুবিধা হয় তাহলে অনুগ্রহ করে এখানে যোগাযোগ করুন: Wandsworth Interpreting Service: (020) 8672 1043/3649 Bengali

Ce prospectus vous dit ce qu'il faut faire si nous vous avons envoyé une sommation pour non-paiement de vos taxes commerciales. Si vous avez des difficultés à comprendre ce texte en anglais, veuillez contacter: Wandsworth Interpreting Service: (020) 8672 1043/3649 French

વ્યાવસાયિક કર ન ભરવાને કારણે અમે તમને સમન્સ (કોર્ટનો હુકમ) મોકલ્યો છે તો તે વિષે તમારે શું કરવું જોઈએ તે બાબત આ પત્રિકામાં જણાવી છે. અગર તે અંગ્રેજીમાં સમજવી મુશ્કેલ લાગે તો મહેરબાની કરીને Wandsworth Interpreting Service: (020) 8672 1043/3649 પર સંપર્ક કરો. Gujarati

व्यावसायी उपकर अदा नही करने पर हमने आपको समन (बुलावा) भेजा है तो उसके साथ क्या करना उस बारे में इस पत्रिका में बताया गया है। यदि इसे अंग्रेजी में समझने में समस्या हो तो कृपया Wandsworth Interpreting Service का (020) 8672 1043/3649 पर संपर्क करें। Hindi

Ta ulotka wyjaśnia, co należy zrobić, jeżeli otrzymujesz pozwanie za niezapłacenie podatku miejskiego od prowadzenie biznesu. W razie problemów ze zrozumieniem tekstu w języku angielskim prosimy o kontakt z: Wandsworth Interpreting service: (020) 8672 1043/3649 Polish

Este panfleto informa-lhe o que fazer se lhe enviarmos uma intimação por não ter pago os seus impostos de negócio. Se tem dificuldades em compreender isto em Inglês, por favor, contacte: Wandsworth Interpreting Service: (020) 8672 1043/3649 Portuguese

ਜੇ ਤੁਹਾਡੇ ਵਲੋਂ ਆਪਣੇ ਵਪਾਰਕ ਟੈਕਸ ਅਦਾ ਨਾ ਕੀਤੇ ਜਾਣ 'ਤੇ ਅਸੀਂ ਤੁਹਾਨੂੰ ਸੰਮਨ ਭੇਜਦੇ ਹਾਂ, ਤਾਂ ਤੁਸੀਂ ਕੀ ਕਰਨਾ ਹੈ, ਇਸ ਲੀਫਲੈਟ ਤੋਂ ਤੁਹਾਨੂੰ ਇਸ ਬਾਰੇ ਜਾਣਕਾਰੀ ਮਿਲਦੀ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ, ਦਇਸਨੂੰ ਅੰਗ੍ਰੇਜ਼ੀ ਵਿਚ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਿਲ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ: Wandsworth Interpreting Service: (020) 8672 1043/3649 Punjabi

Warqaddaani waxay kuu sheegeysaa waxa aad sameyneysa hadaan kuu soo dirnay warqad aan kuugu yeereyno maadaama aad bixin weysey canshuurta shaqadaada. Hadday kugu adag tahay inaad ku fahamto Ingriis fadlan la xiriir: Wandsworth Interpreting Service: (020) 8672 1043/3649 Somali

Este folleto le indica qué hacer en caso de que le hayamos enviado una notificación por no pagar sus impuestos empresariales. Si tiene dificultad para entenderlo en inglés favor contactar a: Wandsworth Interpreting Service: (020) 8672 1043/3649 Spanish

உங்கள் பிஸினஸ் வரிக் கட்டணங்களைக் கட்டாததற்காக உங்களுக்கு நாங்கள் சம்மன் அனுப்பினால் நீங்கள் என்ன செய்யவேண்டும் என்பதைப் பற்றி இந்த துண்டறிக்கை சொல்பிறது. இதை ஆங்கிலத்தில் புரிந்துகொள்வதில் சிரமம் இருந்தால் நீங்கள் தொடர்புகொள்ள வேண்டியது: Wandsworth Interpreting Service: (020) 8672 1043/3649. Tamil

یہ کتابچہ آپ کو بتاتا ہے کہ اگر ہم نے آپ کو آپ کا تجارتی محصول ادا نہ کئے جانے کے لئے سمن بھیجا ہے کیا کریں۔ اگر آپ کو انگریزی میں اسے سمجھنے میں دشواری کا سامنا ہو، تو براہ کرم رابطہ کریں: Wandsworth Interpreting Service: (020) 8672 1043/3649 Urdu



Business Rates Summons
This leaflet tells you what to do if you get a Business Rates Summons. Please read it carefully.
Wandsworth