



CITY AND COUNTY OF SWANSEA  
DINAS A SIR ABERTAWE

**FINANCE DEPARTMENT**  
**The Guildhall Swansea SA1 4NR**

**NOTES RELATING TO LIABILITY ORDERS**

A Liability Order is an order signed by a Magistrate providing the Council with the following enforcement powers: -

**Financial Information**

The Liability Order, among other things, grants the Council the power to obtain financial information about the person concerned. This information will enable the Council to decide what course of action should be taken to enforce payment of the outstanding debt.

**FAILURE TO RETURN THE INFORMATION QUESTIONNAIRE MAY RENDER YOU LIABLE TO A MAXIMUM FINE OF £500.**

**SUPPLYING FALSE INFORMATION MAY RENDER YOU LIABLE TO A MAXIMUM FINE OF £1000.**

The courses of enforcement action available to the Council are as follows: -

**1. Distress**

The Council is empowered by a Liability Order to use Distress procedures. This means that the Council's bailiffs could seize goods to the value of the debt and then sell them to realise the amount outstanding. If this course of action is taken, then the bailiff is entitled to charge additional fees at your expense.

**2. Attachment of Earnings**

The Council is empowered by a Liability Order to serve an Attachment of Earnings Order on your employer who has a duty to deduct money from your earnings to pay the debt. The employer is entitled to make a charge of £1 for every deduction to cover administration costs.

**3. Attachment of Income Support / Job Seeker's Allowance / Employment Support Allowance**

If you are receiving either of these benefits, the Council is empowered by a Liability Order to serve an Attachment Order on the Department of Social Security. The DSS will then deduct from your benefit, the appropriate amount as set out by Statute. This deduction can only be made if there is a sufficient level of benefit.

**4. Charging Order**

The Council is empowered by a Liability Order to apply for a charging order on any property you may own. If granted, this would mean on the sale of the property, any outstanding Council Tax subject to the order would be cleared in full via the proceeds of the sale. This action will incur additional costs.

**5. Bankruptcy/Liquidation**

The Council is empowered by a Liability Order to begin legal proceedings for your bankruptcy or liquidation should you fail to pay your Council Tax. This action will incur additional costs.

**6. Committal to Prison**

Should the Council fail to recover the debt by the above methods, then the final process would be for the Council to apply to the Magistrates' Court for the Tax Payer to be committed to prison for non-payment of Council Tax due to wilful refusal or culpable neglect.

**Arrangements**

The amount stated on the Liability Order is due and payable in full immediately. However, in certain circumstances, the Council is prepared to enter into a financial arrangement with you for payment. If you wish to discuss such an arrangement, you should contact my staff in writing at the Recovery Section at the address shown above, or by telephone on 635933.

Should the Council agree to enter into a financial arrangement with you, and you possess a bank or building society account, it would be of benefit to both yourself and the Council to complete and return the enclosed Direct Debit Instruction, to enable the agreed instalments to be deducted from your account on a regular monthly basis.

**How and where to make payments: See overleaf.**



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**HOW AND WHERE TO MAKE PAYMENT IN RESPECT OF THIS LIABILITY ORDER.**

**By Post to: -**

City & County of Swansea  
Head of Finance  
Civic Centre  
Swansea  
SA1 3SN

Cheques and Postal orders should be crossed and made payable to "CITY & COUNTY OF SWANSEA" quoting your name, address and Council Tax account number on reverse.

**In Person: -**

At the Civic Centre or at one of the following District Housing Offices: -

The Central Information Unit, Lime Street, Gorseinon.  
East Side District Office, 78-80 Carmel Road, Winch Wen.  
Morriston District Office, Treharne Road, Morriston.  
Penlan District Office, 1-11 Heol Cadnant, Penlan.  
Sketty District Office, Blocks 1 & 2 Clyne Court, Sketty Park.  
Town Centre District Office, Croft Street, Swansea.  
Townhill District Office, Powys Avenue, Townhill.  
West Cross District Office, Linden Avenue, West Cross.  
Blaen-y-Maes District Housing Office, 73-89 Ffordd-y-Brain.

The District Housing Offices will be open to accept payments between the following times:  
Monday to Thursday – 9.30am to 4.00pm and Friday 9.30am to 3.30pm

**By Direct Debit: -**

Take advantage of the most convenient method of payment by completing and returning the enclosed Direct Debit Instruction. Or alternatively simply telephone the Recovery Section on 635933 and a Direct Debit can now be set up directly over the phone.

**By Debit or Credit Card over the telephone: -** Simply telephone the Recovery Section on Swansea 635933, and state that you wish to make a telephone payment, and you will then be guided through the procedure by a member of staff. **PLEASE NOTE:** For Credit card payments, only Visa or Mastercard can be accepted.

**Automated telephone payment line:0845 3052199**

**Via the Internet: -** Go to [www.swansea.gov.uk](http://www.swansea.gov.uk) click on "PAY YOUR COUNCIL TAX" and follow the instructions.

**Independent Advice**

If you wish to seek free independent advice in regards to this matter the organisations below are enclosed for your reference:

National Debtline	Citizens Advice Bureau	Consumer Credit Counselling Service
FREEPHONE 0808 808 4000	08444 77 20 20	FREEPHONE 0800 138 111
<a href="http://www.nationaldebtline.co.uk">www.nationaldebtline.co.uk</a>	<a href="http://www.swanseacab.org.uk">www.swanseacab.org.uk</a>	<a href="http://www.cccs.co.uk">www.cccs.co.uk</a>