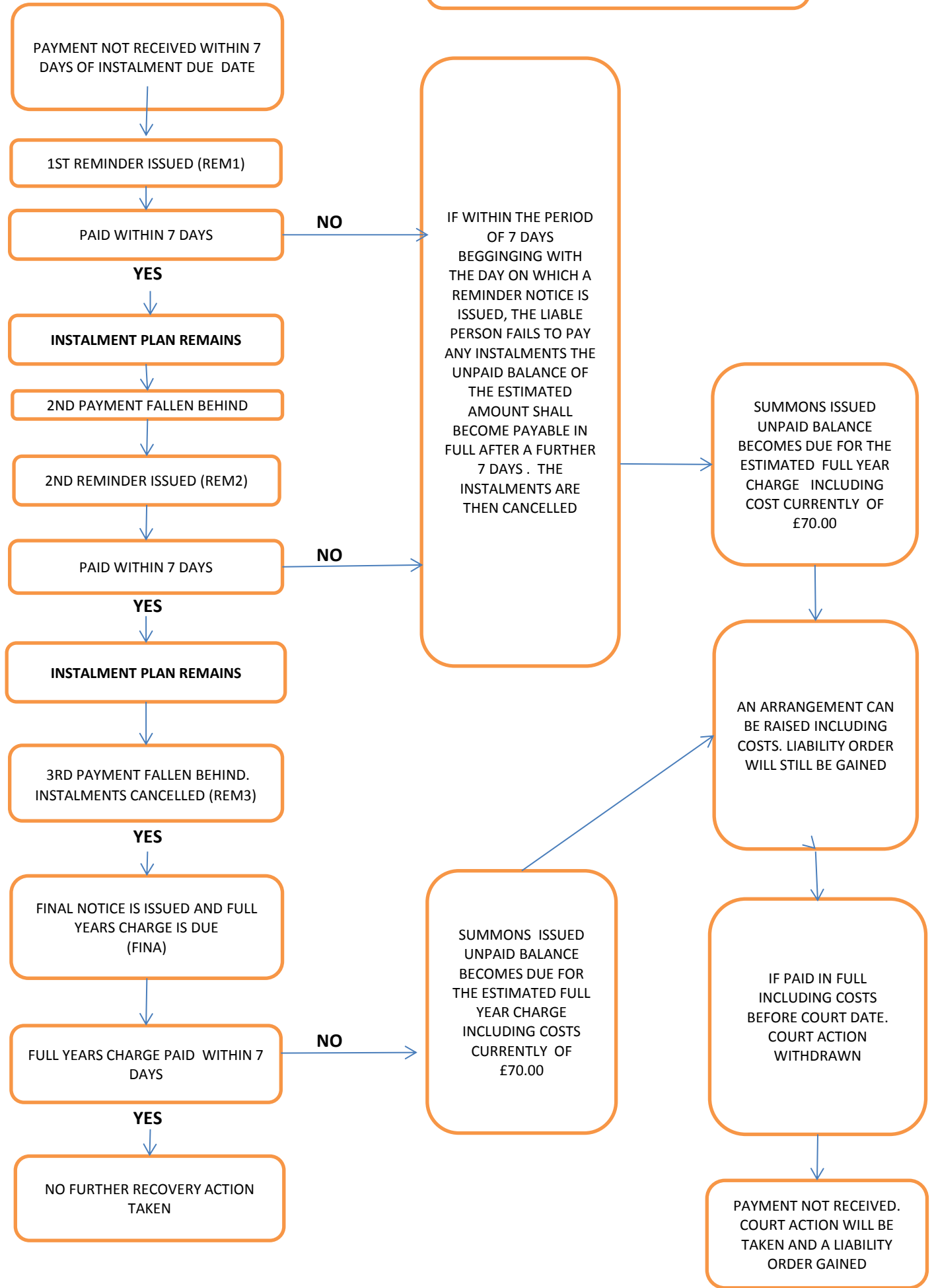


APPENDIX 1

**COUNCIL TAX RECOVERY ACTION.
REMINDERS - LIABILITY ORDERS**



FOR THOSE WHO HAVE NON-STATUTORY INSTALMENTS I.E WEEKLY, FORTNIGHTLY, QUARTERLY OR ANNUAL PAYMENTS, WILL BE ISSUED WITH A REMINDER IF THEIR PAYMENT IS NOT RECEIVED BY THE DUE DATE. IF A PAYMENT IS RECEIVED AFTER THE ISSUE OF THE REMINDER THEY KEEP THEIR INSTALMENTS. IF NO PAYMENTS ARE RECEIVED THEN THE NON-STATUTORY INSTALMENTS ARE CANCELLED AND STATUTORY MONTHLY INSTALMENTS ARE APPLIED. THE REMINDER PROCEDURE AS PREVIOUSLY STATED WOULD THEN BE FOLLOWED. ONCE THEY HAVE HAD THE NON-STATUTORY INSTALMENTS CANCELLED THEY CANNOT BE RE-INSTATED DURING THE COURSE OF THE SAME FINANCIAL YEAR. **A SUMMONS CANNOT BE ISSUED FROM A NON-STATUTORY REMINDER.**

ONCE A LIABILITY ORDER HAS BEEN GRANTED FURTHER RECOVERY ACTION CAN BE TAKEN