

Carlisle Magistrates' Court

Date:

Debtor: (insert)

Address: (insert)

COMPLAINT is made before me the undersigned Justice of the Peace by:

COMPLAINANT: Eden District Council

Address: Town Hall, Penrith, Cumbria, CA11 7QF

that Liability Orders were made in respect of the debtor by the Penrith and/or Carlisle Magistrates' Court on (LO date) under Regulation 34 of the Council Tax (Administration & Enforcement) Regulations 1992.

AND the Complainant has sought to levy the amount outstanding by distress and sale of goods.

- * AND it appears to the Authority that insufficient goods can be found on which to levy the amount outstanding.
- * AND he/she was unable to make contact with you.
- * AND he/she was refused entry.
- * AND it appears to the Authority that no goods can be found which levy to the amount outstanding.

(DELETE AS NECESSARY)

Application is hereby made by the Complainant for an enquiry to be conducted into the debtor's means and for the debtor to show cause why he/she should not be committed to prison in pursuance to Regulation 47 of the Council Tax (Administration & Enforcement) Regulations 1992.

Schedule

£

Council Tax:(insert the LO amount(s) minus LO fee(s))

Fees/Costs:(insert LO fee(s) plus committal fee)

Paid:(insert amount paid since LO)

Less Adjustments:(work out the difference between - LO plus fees minus paid - and the total outstanding. This should be the figure for adjustments. Then check through the old system and the current system to check this figure seems correct.

TOTAL OUTSTANDING: £(This is the amount we are pursuing, including costs)

You are therefore summoned to appear before the Magistrates' Court sitting at The Court House, Carlisle Magistrates' Court, Rickergate, Carlisle, Cumbria, CA3 8QH, on (insert date) at 11am to answer the said information.

Justice of the Peace
Clerk to the Justices