



City of Westminster

Enforcement Agent (Bailiff) charges from 6 April 2014

If you do not pay your council tax in full or agree a payment arrangement with the City Council within the next fourteen days, the council will pass the debt to the Council's Enforcement Agents (formerly known as the Council's bailiffs). This action will incur you in further costs.

To avoid the case being passed to the Council's Enforcement Agents and the costs below being incurred, please call us on 0845 302 3400 Monday to Friday, 8:30am to 6pm, to pay or make an arrangement to pay

The following fees are recoverable under Regulation 4 of The Taking Control of Goods (Fees) Regulations 2014.

Fee Stage	Fixed Fee	Percentage fee (regulation 7): percentage of sum to be recovered where exceeding £1,500
Compliance stage	£75.00	0%
Enforcement stage	£235.00	7.5%
Sale or disposal stage	£110.00	7.5%

Compliance stage (See fee table above)

This is when your council tax debt has been referred to an Enforcement Agency (formerly known as 'bailiffs') as it remains unpaid. The Enforcement Agency must send you a 'Notice of Enforcement' and you will be charged a fixed fee of £75.00. You should make immediate contact with the Enforcement Agency to arrange payment.

Enforcement stage (See fee table above)

If you do not contact the Enforcement Agency on receipt of your Notice of Enforcement, the Enforcement Agency will move your debt on to the Enforcement stage after 14 days. During the Enforcement stage, an Enforcement Agent will attend your property to obtain payment or take control of goods where full payment is not made or an arrangement agreed. This stage will incur a further £235.00 fixed fee. Also, if your debt value exceeds £1,500 a further 7.5% of the value of the debt will be charged.

Sale or disposal stage (See fee table above)

If access is made to your property and no offer of payment is made, your goods may be removed for sale. You will be charged a further £110.00 fixed fee. If your debt value exceeds £1,500 a further 7.5% of the value of the debt will be charged.

To avoid all of the above actions and costs, please call us on 0845 302 3400 Monday to Friday, 8:30am to 6pm, to pay or make an arrangement to pay.