

20 January 2025

«Name»
«CorrAdd1»
«CorrAdd2»
«CorrAdd3»
«CorrAdd4»
«CorrCounty»
«CorrPostcode»

Reference: Plot: «Plot_No_»

Dear Sir/Madam

ANNUAL ESTATE RENTCHARGE

Plot Address: «PlotAdd»

Purchase date: «PurchaseDate»

We enclose:

1. The rent charge invoice relating to your property for the year commencing 1 January 2025;
2. Statement of account;
3. The statement of Marina costs and letter from Premier Marinas (Eastbourne) Limited; and
4. The guide to the Estate Rent Charge 2025.

Details of how to pay are shown on [the reverse] / [the next page]

The Profit and Loss Account for the CIC Accounts for the year ended 30 September 2024 are not yet finalised and will be on our website upon completion.

Your statement of account shows how the balance of **£274.03** is calculated. To avoid incurring interest please pay the full amount due within 14 days. Please see payment instructions overleaf.

Please note that interest is payable on any payments due under the terms of the rent charge deed after they have been outstanding for more than fourteen days. Interest will be notified to you on or around the following quarter days: 25 March, 24 June, 29 September and 25 December.

Paperless invoicing

In our efforts to reduce our environmental impact, we would like to invite you receive future annual invoices and other communications by email. To sign up to email correspondence please email the CIC using the email address in the footer confirming this, ensuring that your full name, plot number and the first line of your postal address is included in the email.

We look forward to hearing from you.

Yours faithfully



Sovereign Harbour (Sea Defences) CIC

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HOW TO PAY YOUR ANNUAL ESTATE RENTCHARGE

Payments can be made by debit/credit card, internet banking or by cheque. Further details on these payment methods are given below.

We would strongly recommend payment is made via bank transfer or via card using the facility on the Sovereign Harbour website. This saves cost for the CIC and minimises risk of payments going astray.

Your plot number is unique to your property and we will not be able to allocate payment to your account without it.

Debit/Credit Card Payments

To pay by debit or credit card, please visit the Sovereign Harbour Trust website below and make payment using the card facility. Please ensure to use your **plot number only** as reference for the payment – for this property your plot number is **«Plot_No_»**.

<https://www.sovereignharbourtrust.co.uk/>

We no longer accept American Express payments.

Please note that we are not able to receive payments over the phone.

Online Bank Transfer Payments

For internet banking and making payment via bank transfer, please use the following details ensuring that your plot number only is used as the payment reference:

Account name	Sovereign Harbour (Sea Defences) CIC
Sort code	55-70-13
Account number	78327776
Payment reference	«Plot_No_»
IBAN	GB07 NWBK 5570 1378 3277 76

Paying by Cheque

Cheques must be in Sterling, drawn on a UK clearing bank; be made payable to Sovereign Harbour (Sea Defences) CIC and must include the plot number (**«Plot_No_»**) as reference on the back of the cheque. Please return the Payment Advice at the bottom of the statement with your cheque.

Please note there may be a delay in banking your cheque of up to four weeks. If you require a receipt please provide a stamped addressed envelope.

Financial Difficulties

If you are experiencing financial hardship and will have difficulty paying your invoice, we encourage you to contact us as soon as possible, so that we can discuss what instalment options may be available. Please use the contact details below.

Please allow us 28 days to respond to queries.

INVOICE for ESTATE RENTCHARGE 2025

Sovereign Harbour (Sea Defences) CIC. Registered in England no. 7078140
Registered Office: 18 Hyde Gardens, Eastbourne, East Sussex, BN21 4PT
Telephone: 01323 408047 Email: sovereignharbourtrust@p-p.uk

«Name»
 «CorrAdd1»
 «CorrAdd2»
 «CorrAdd3»
 «CorrAdd4»
 «CorrCounty»
 «CorrPostcode»

Payment reference: Plot: «Plot_No_»

Plot Address: «PlotAdd»

Purchase date: «PurchaseDate»

20 January 2025	£	VAT £	£
<p>The SW Charge was set at £75.00 on 01 Dec 1987 and is varied annually by changes in the Retail Price Index (RPI).</p> <p>The Retail Price Index in Dec 1987 was 103.4</p> <p>The Retail Price Index last published by 1 Dec 2024 is 390.7</p> <p>The Rent Charge for the period from 1 Jan 2025 to 31 Dec 2025 is therefore:</p> <p>$\frac{390.7}{103.4} \times £75.00 = £283.39$</p> <p>The Marina Charge is payable based on the costs for the financial year ending 30 Sep 2024 divided between the number of properties (1500 minimum)</p> <p>Total Costs $\frac{£198,651.34}{3193} = £62.21$</p> <p>Number of relevant properties</p>	£283.39	£ 0.00	£283.39
<p>The Marina Charge is payable based on the costs for the financial year ending 30 Sep 2024 divided between the number of properties (1500 minimum)</p> <p>Total Costs $\frac{£198,651.34}{3193} = £62.21$</p> <p>Number of relevant properties</p>	£62.21	£0.00	£62.21
Amount Due	£345.60		

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Please make payment as set out on page 2. The preferred method of payment is via bank transfer or via card using the facility on the Sovereign Harbour website.

If paying by cheque, please make this payable to **Sovereign Harbour (Sea Defences) CIC** and include the plot number («Plot_No_») as reference on the back of the cheque. Please return the Payment Advice at the bottom of the statement with your cheque.