



Appeal Form A1 for:

Council Tax Liability Appeals
Council Tax Completion Notice
Council Tax Penalty
Non-Domestic Rating Completion Notice
Non-Domestic Rating Penalty

Appeal number (for office use)

Important: Please read the guidance notes before you fill in this form.

- 1 Please write your name in the space below. (If you are filling in this form for someone else, please write his or her name in the space below.)**

- 2 Please write the address and postcode of the property involved in the appeal in the space below.**

Address and postcode:

Daytime phone number:

E-mail address:

- 3 Please tell us if you own or live in or occupy the property.**

- 4 If somebody else is dealing with the appeal for you, or you would like us to write to you at a different address, please write the details in the space below.**

Name of the person who is dealing with this appeal:

Address and postcode for correspondence:

Daytime phone number:

E-mail address:

5 You can only appeal in one of the following ways. Please tick one box only. (If you are not sure which box you should tick, please read section 5 of the guidance notes.)

a Liability for the council tax

I wrote to the council about my council tax problem on:

The council wrote back to me on (date):
(Please send us a copy of their letter.)

If the council has not written back to you within two months, please tick this box.

b Penalty

The council/Valuation Office Agency issued me with a penalty on:
(Please send us a copy of the penalty notice.)

c Completion notice

The council issued me with a completion notice on:
(Please send us a copy of the completion notice.)

6 Please use the space below to explain why you want to appeal. You can continue on a separate sheet of paper if necessary.

The Valuation Tribunal Service (VTS) is a data controller under the Data Protection Act. We keep information for legal reasons, for example, for the Valuation Tribunal to make decisions about appeals. When we receive your appeal form we may need to get information about it from the other party (the council or the Valuation Office Agency).. This will help us deal with your appeal as quickly as possible. By law, we have to give a copy of your appeal to the other party. We will only use the information we get from you in connection with your appeal.

Your signature

Date

**Please send this appeal form to:
Valuation Tribunal**

**Hepworth House, 2 Trafford Court, Doncaster, Yorkshire, DN1 1PN
Tel :01302 342 324 Fax: 01302 321447
Email: vtdoncaster@vto.gsx.gov.uk**

Please read this information before you fill in the appeal form.

Please contact us if you have any questions or need any help filling in this form. Our address and phone number are shown at the bottom of the appeal form. Please ask if you would like a copy of our form in large print or in another format.

You can appeal against a decision that your billing authority (council) has made about your council tax liability or a penalty or completion notice. You can also use this form to appeal against a completion notice issued for a business premises or a penalty issued by the Valuation Office Agency. Please see below for the type of appeal you are making. We have designed these notes to help you fill in the appeal form.

Section 5a – Liability for the council tax

You can appeal against the amount of council tax you have to pay. If you are making an appeal for any of the reasons below, please tick box **a** in section 5.

- You are not the liable person. In other words, you do not think that you should pay the council tax.
- The council refuses to accept that your property has been adapted to allow a disabled person to live there and is eligible for a reduction.
- You think that the council should give you a discount on the council tax you have to pay. You may get a discount if the property is empty, if only one person lives there or if one or more of the people in your home should be ignored for special reasons.
- You think your property is exempt from council tax (that is, council tax does not apply to it).

Special note about the appeals described in section 5a

Before you start to appeal, please make sure you have done everything that you should.

The first thing you should have done is to have written to your council explaining what the problem is. The council should have sent you a reply within two months.

If the council did not agree with you, or if you are not happy with what the council has done about the matter you raised, you can appeal to us. **If you want to appeal, you must contact us within two months of the date of the council's decision.** Please send us a copy of the council's decision with your appeal.

If the council has not written back to you within two months, you can appeal to us as long as not more than four months have passed since you wrote to the council in the first place.

Section 5b – Penalties

The Valuation Office Agency (VOA) or council has fined you for not sending them some information.

If the VOA has fined you, you should complete this form and return it with a copy of the penalty notice. Please tick box **b** in section 5. **You must appeal within 28 days of the date the penalty was sent.** Making this appeal will not prevent the valuation officer from issuing further penalty notices. If you receive any further penalty notices about the same case, you do not need to make further appeals. Once you have made an appeal, the valuation officer cannot ask you to pay any penalties until we have made our decision.

If the council has fined you, you should complete this form and return it with a copy of the appeal form. If the council has fined you more than once, you must make a separate appeal for each fine. If you are making an appeal because of a penalty, please tick box **b** in section 5. **You must appeal within two months of the date the council sent the penalty.**

Section 5c – Completion notices

A completion notice lets you know when a council thinks that any work on your property is finished. There will be a date on the completion notice. From that date, your property will be eligible for council tax.

If you think that the work on the property is not finished, and won't be finished by the date on the completion notice, you can appeal directly to us. **If you want to appeal, you must do so within four weeks of receiving the completion notice.** Please tick box **c** in section 5. You must send us a copy of the completion notice with your appeal, and you should tell us why you are appealing, in section 6.

Out of time applications

The notes on section 5 set out the time limits for making an appeal. If you believe that your appeal will not be made within the time limits you can apply for an extension, using application form A4, 'Extension of Time Limits for Appeals'. The President will expect you to have a good reason for not sending it on time. A copy of the application form can be obtained from our website or by ringing 0207 426 3939. This must be completed and returned, together with the appeal form, to the Valuation Tribunal for England, Black Lion House, 45 Whitechapel Road, London E1 1DU.

Please note

These notes do not give full details of the law. Our staff can give you advice about what happens at a hearing. However, they are not allowed to discuss the cases at the hearing.