



Important changes to our guidance

IMPORTANT INFORMATION

On 1 October 2009, the Valuation Tribunal for England (VTE) came into being, replacing the previous 56 valuation tribunals in England.

The name Valuation Tribunal is now often used to cover both the VTE itself and the Valuation Tribunal Service, which supports it administratively.

What this means for our notices

Our notices now show the Valuation Tribunal logo and are issued in the name of the Registrar.

What this means for our guidance

Where it says “valuation tribunals” in the guidance, please read it as meaning the single Valuation Tribunal.

Where we refer you to our website, you should use the new domain name - **www.valuationtribunal.gov.uk**.

New regulations and Practice Statements have been made, covering procedures and the appeals process. We shall revise our guidance leaflets as soon as possible, but here, in brief, are some of the changes that have taken place since October 2009:

- You may apply to the Tribunal for directions (for example about obtaining evidence you need from someone else). The Tribunal may also issue its own directions. There is a form on the website for this purpose.
- If you appoint someone to represent you, you must provide the Tribunal with a letter, before or at the hearing, confirming that the person represents you.
- If you make a late application for an appeal, the President may accept it if you have good reason. There is a form on the website for this purpose.
- Notice of hearing must be at least 14 days, but the Tribunal may give shorter notice if you agree, or in urgent or special cases. Normally we aim to give you 4-6 weeks notice of hearing.
- The 'written representations' procedure is replaced by a shorter procedure for a 'decision without a hearing'.

- A panel normally consists of 3 members, but may be 2 as long as one is a senior member.
- The previous appeals regulations are revoked by the new regulations listed below¹.

Further guidance is on our website, **www.valuationtribunal.gov.uk**, including the Practice Statements, which can be found in the 'Publications' section. It is important that you familiarise yourself with the Practice Statements where they apply to you.

If you do not have internet access, or you have any questions about any of this, please do not hesitate to contact the office that has sent notices to you.

Complaints procedure

Following a change in our administrative structure, complaints should first be addressed to the 'Operations Manager' instead of the 'Regional Manager'.

¹ Valuation Tribunal for England (Council Tax and Rating Appeals) (Procedure) Regulations 2009 (SI 2009 No 2269); Council Tax (Alteration of Lists and Appeals) (England) Regulations 2009 (SI 2009 No 2270); Non-Domestic Rating (Alteration of Lists and Appeals) (England) Regulations 2009 (SI 2009 No 2268)