



VTE/PS/A4: 23 March 2010
[Effective from 1.04.10]

PRACTICE STATEMENT: POSTPONEMENTS AND ADJOURNMENTS

Postponements

1. A postponement is an administrative decision taken initially by staff of the Valuation Tribunal before any hearing has commenced.
2. An application for a postponement should be made in writing as soon as possible and should indicate the reasons for it and whether the other parties have been consulted and, if so, whether they agree. In cases of urgency, the application may be made by telephone, but should then if time permits be followed by a written application sent by fax or email.
3. The clerk will consider the request and have regard to all relevant factors including (but not limited to) the following:
 - the reasons;
 - the other parties' comments on the request;
 - the length of notice that was given for the hearing (including for non-domestic rating cases the VOA programme period);
 - the preparation for the hearing that the parties have undertaken;
 - the time remaining before the hearing;
 - whether the appeal has previously been listed for hearing.
4. The clerk will advise all parties of his decision on the request in writing, together with the reasons, provided that there is sufficient time prior to the hearing.
5. If the clerk does not agree to the request, the applicant may request that it should be referred to a senior member (or the presiding senior member if one has been appointed for the case) if there is time before the hearing. Otherwise, the party may apply at the hearing for an adjournment.

Adjournments

6. The Tribunal has the power under regulation 6 (3) (h) of The Valuation Tribunal for England (Council Tax and Rating Appeals) (Procedure) Regulations 2009 (SI 2009 No 2269) to adjourn a hearing.
7. Adjournments are decisions taken by the panel at the hearing. Parties should be aware that if an application for an adjournment is not granted, the panel will continue the hearing and the parties must be prepared to present their case.

8. Adjournments can be for any period of time ranging from a few minutes to a much longer period, depending on the reasons for the adjournment. A case may be adjourned to a date to be fixed later.

23 March 2010

A handwritten signature in blue ink, appearing to be "P. J. ...", written over a diagonal line.

President