



VTE /PS/A8: 11 January 2011  
[Effective from 01.02.11]

## **PRACTICE STATEMENT: SENDING AND DELIVERING DOCUMENTS**

1. Regulation 15 of The Valuation Tribunal for England (Council Tax and Rating Appeals) (Procedure) Regulations 2009 sets out how to send or deliver documents. This Practice Statement offers guidance on how the Tribunal will apply these provisions.

### **Service by post**

2. First-class mail will be deemed to have been received on the second working day after posting and second-class mail on the fourth working day, unless there is proof to the contrary.

### **Method of service**

3. Parties should specify clearly the address or number they wish to be used and any methods of service which are not acceptable.

4. Service on an individual ("personal service") other than at a specified address does not constitute good service.

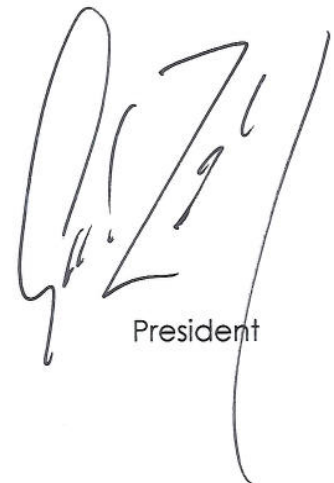
### **Disputes regarding effective service**

5. Any dispute concerning service of a document will be referred to a senior member or dealt with by the panel at a hearing.

### **Electronic communication with the Tribunal**

6. The Tribunal cannot accept a single email of more than 10 megabytes. Any attempt to serve an email of more than 10mb will be rejected by the Tribunal and the sender automatically informed.

11 January 2011



President

**Regulation 15 of The Valuation Tribunal for England (Council Tax and Rating Appeals) (Procedure) Regulations 2009 (S.I. 2009 No. 2269)**

**Sending and delivery of documents**

**15.—**(1) Any document to be provided to the VTE under these Regulations or a direction must be—

(a) sent by pre-paid post or delivered by hand to the address specified for the proceedings;

(b) sent by fax to the number specified for the proceedings; or

(c) sent or delivered by such other method and to such address as may be agreed by the VTE and the person by whom the documents are to be sent or delivered.

(2) Subject to paragraph (3), if a party provides a fax number, email address or other details for the electronic transmission of documents to them, that party must accept delivery of documents by that method.

(3) If a party informs the VTE and all other parties that a particular form of communication (other than pre-paid post or delivery by hand) should not be used to provide documents to that party, that form of communication must not be used.

(4) If the VTE or a party sends a document to a party or the VTE by email or any other electronic means of communication, the recipient may request that the sender provide a hard copy of the document to the recipient.

(5) A request under paragraph (4) must be made as soon as reasonably practicable after the recipient receives the document electronically.

(6) The VTE and each party may assume that the address provided by a party or its representative is and remains the address to which documents should be sent or delivered until receiving written notification to the contrary.