



Case Template

If you wish your appeal to be heard, you must set out your case in full including:

- all the points that you wish to raise at the hearing
- your reasons for believing the rateable value (or some other part of the entry in the rating list) is wrong
- any evidence and documents that you believe help you prove this
- what decision you are seeking from the Tribunal.

This is so the Tribunal and Valuation Office Agency's valuation officer understand the arguments and evidence in your appeal. A template is available here. **You do not have to use this form to set out your case but it may help you to do so.** Please continue on extra pages if necessary.

Your full case must be sent to the valuation officer **at least six weeks before the hearing date** together with copies of any documents that you believe are relevant. If you need more time to prepare your case you can discuss this with the valuation officer to see if you can agree to send them your case nearer the hearing date. However, there must still be enough time for the rest of the process described in the directions.

If you do not send your case to the valuation officer, then your appeal will most likely be dismissed without any consideration of your case, because you will have lost the right for your appeal to be heard.

When you receive the valuation officer's case there may be things in it that you disagree with but which you have not already mentioned. If so, you can reply to it in a "rebuttal" setting out the reasons you disagree. The template for this is also available on the website.

You must send the valuation officer's case and your case (including any rebuttal and additional evidence) by email to the Tribunal, with a copy to the valuation officer. **This must be done at least two weeks before the Tribunal hearing date.** The Tribunal will not look favourably on any evidence presented for the first time at the hearing and is unlikely to accept it.

It is better if you attend, but if you would prefer the appeal to be heard without you or a representative being there, you must let the Tribunal know. (Please read the booklet we sent you to find out more about the alternatives to attending). You must still send in both parties' cases at least two weeks before the hearing date, together with a clear, separate request for the appeal to be heard in your absence.

If you are not sure what's required, then please phone the Tribunal for assistance, on **0300 123 2035**.

From the Registrar and Chief Clerk: Jon Bestow

Appellant's case



Name:

Appeal number*:

Hearing date and venue*:

* You can find this information on the notice of hearing you received from us

1. A statement of the issues in dispute.

Why are you making this appeal?

2. An explanation of the decision you want from the Tribunal.

This is the change you think should be made. For example, what is the rateable value you think is correct? (The rateable value is based on the open market rent for the appeal property at 1 April 2008).

3. Details of your arguments in support of the appeal.

For example, why do you think the rateable value is wrong? This is your opportunity to set out all your reasons for believing the rateable value to be wrong, including any legal reasons.

4. Details of the evidence relied on in support of the appeal.

What evidence do you have for believing the change you want should be made? Provide actual details and attach any supporting documents.

My contact phone number is

My contact e-mail address is

When we receive your case we will only use this information in connection with your appeal or to find out your views about our service.

You must send this form and all documents essential to your argument to the VOA's valuation officer at least **six weeks** before the hearing. **If you do not, your appeal may be struck out.** If you have an email address you must send it electronically.

Signature..... Date