

## **This information will help 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 another language or format, such as large print.

You should use this form to appeal to the Valuation Tribunal. **The Valuation Tribunal is independent and is not connected with the Valuation Office Agency (VOA) or the council.** You can appeal against the following.

- **A decision made by the VOA listing officer** about the entry of your property in the council tax list. If you disagree with that decision, for example, because you feel that you are in the wrong council tax band, or that your property should not be in the council tax list, **you must make an appeal within three months** of the date you received their decision notice.

The president of the tribunal may accept a late appeal if there were exceptional circumstances that stopped you from making your appeal in time. When you send your appeal form to us, you should also explain in writing why it is late.

- **An invalidity notice** you have received from the VOA listing officer. That notice will say that they believe your proposal is not valid and why they believe that. If you disagree, **you must appeal within four weeks** of the date you received their notice.

We have written these notes to help you fill in the council tax appeal form. By law, under the Council Tax (Alteration of Lists and Appeals) (England) Regulations 2009 as amended, you must give the information we need from you to make an appeal.

**Section 1** – We need your name or, if you are making an appeal for someone else, their name.

**Section 2** – We need the address and postcode of the property you are appealing about.

**Section 3** – We need to know if the person making the appeal lives in or owns the property (or both).

**Section 4** – Please tell us if you want us to write to you at a different address from the one you have written down in section 2. Most people put their own case forward and you do not need to use a surveyor or solicitor. But you may want someone else to deal with your appeal, either a professional person, for example a surveyor, or a family member or friend. We need to know the name of anyone dealing with the appeal for you and how to contact you or the person appealing for you, in future.

**Section 5** – We would prefer to send you notices and contact you by email. If you are happy with that, please give us your email address. If you would rather we used other ways please tick the 'By phone/post box'.

**Section 6** – By law we have to send notices to anyone who could legally be involved with the appeal. For example, if you rent the property and do not have a lease to occupy it for six months or more, then we also have to send a notice to the owner. Please give the names and addresses of anyone else not connected to you but who has a connection with the property, who you think should be involved in the appeal.

**Section 7** - We must have a copy of the notice you are appealing against and we need to know who made the proposal to the listing officer in the first place, so if it was not you, please give us the other person's name.

If you received a copy of the 'Decision of the VOA Listing Officer' you can make an appeal. But if more than one person makes an appeal about the same property, there are rules about which appeal we will hear. We will tell you more about this when we write to you telling you that we have received your appeal.

**Section 8** – Please tell us why you disagree with the VOA's notice. Please remember that the valuation tribunal cannot consider the amount of council tax set by the local authority, the services the council provides or whether you are able to pay council tax.

You can post or e-mail the appeal form back to us. If you e-mail it, you can type your name in the signature box.

**Please remember to send a copy of the 'Decision of the VOA Listing Officer', or the 'Invalidity Notice'. We will not be able to accept your appeal without it.**

If you e-mail the appeal form back to us, please would you also e-mail the 'Decision of the VOA Listing Officer' or the 'Invalidity Notice' to us. If the VOA sent this to you in paper format, you may want to ask them for an e-mail version, or you can scan the paper version in and e-mail it to us with your form.

When we have received your filled-in appeal form, we will send you a letter telling you what happens next. We will also send you a guidance leaflet.

## **Other information**

Your local council will be able to answer any questions you have about council tax bills or payments. You should still pay your current council tax bill, even if you are making an appeal to the Valuation Tribunal.

These notes do not give full details of the law. Our staff can give you general advice about preparing for the hearing and what happens at a hearing. But, our staff are not allowed to discuss the details of your case before the hearing.

## **Data Protection**

We will only use the information you give us in connection with your appeal, as the law allows. We keep the information until the appeal is closed and we have to keep a record of the decision for six years. You can read more about this in our Privacy Notice, which you can find on our website, or you can request a copy from us.