



Appeal number (for office use)

APPEAL FORM FOR CHECK CHALLENGE PENALTY (2017 RATING LIST)

Important: Please read the guidance notes before you fill in this form.

1 Please write your name in the space provided. (If you are filling in this form for someone else, please write their name in the space.)

2 Please write the address and postcode of the property involved in the appeal in the space below.

Address and postcode:

3 If you would like us to write to you at a different address, or if somebody else is dealing with the appeal for you, please write the details in the space below.

Name of the person who is dealing with this appeal if different from Box 1:

Address and postcode for written correspondence if different from Box 2:

4 Daytime phone number

5 How would you prefer us to contact you?

By phone/post By email

If you have answered by email,
please write your e-mail address here

6 I wish to appeal the penalty notice because:

I dispute the imposition of a penalty

or

The amount of the penalty should only be £200 as I am a 'smaller proposer'
(You must enclose a copy of the confirmation you sent to the VO at 'check stage'
where you stated you were a smaller proposer)

(Please tick one box only; if you are not sure which box you should tick, please read the guidance notes.)

7 Dates

The Valuation Office Agency served me with a penalty on:
(You must enclose a copy of the penalty notice.)

/ /

An appeal must be made within 28 days of having received the penalty notice. If your appeal is received by the Tribunal outside of this period you must apply to the Tribunal for an extension of time in which to make an appeal.

8 Please use the space below to explain why you want to appeal. You can continue on a separate sheet of paper if necessary.

The VTS is a data controller under the data protection law. Our contact details are below. By law we have to collect this information from you so that you can make an appeal and our staff can manage it. The law also says we have to send a copy of your appeal to the VOA, whose decision you are appealing against. You can read more about what we do with your personal data in the guidance note and in our Privacy Notice, which you can see here <https://www.valuationtribunal.gov.uk/privacy>

9 Please sign the form to confirm that what you have told us is accurate and that you understand what we do with your personal data.

Your signature

Date

/ /

Please send this appeal form to:

**Valuation Tribunal
3rd Floor
Crossgate House
Wood Street
Doncaster DN1 3LL**

**Email: vtdoncaster@vts.gsi.gov.uk
Telephone: 0300 123 2035**

Please read this information before 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 end of the appeal form.

You can use this form to appeal to the Valuation Tribunal. This is an independent body and is not connected with the Valuation Office Agency.

You can only use it for penalty appeals in respect of information provided with a proposal for the 2017 Rating or Central List where the valuation officer (VO) has:—

(a) decided that you have provided the VO with information in, or in connection with, the proposal which is false in a material particular; **and**

the VO believes you have done so knowingly, recklessly or carelessly;

or

(b) issued you with a £500 penalty rather than a £200 penalty as you believe you are a smaller proposer (see below).

Please note the VO will not decide your proposal until this penalty appeal is determined.

You must appeal within 28 days of the date you received the penalty notice.

The Tribunal president may accept a late appeal if there were circumstances beyond your control that stopped you from making your appeal in time. When you send us your appeal form, you should also explain in writing why it is late. There is a form on our website that helps you with this at <https://www.valuationtribunal.gov.uk/forms/late-application/> or you can ask us for a printed copy.

Smaller proposer only appeal

If you appeal on the basis that you believe that a £500 penalty is wrong because you are a smaller proposer, the Tribunal will assume that you accept the penalty but dispute the amount. You must send us the declaration you made to the VO at the 'Check' stage that you are a small proposer. If you no longer have that statement, appeal without it, but ask the VO for a copy and advise the Tribunal that you have done so.

A smaller proposer is defined in the Non-Domestic Rating (Alteration of Lists and Appeals) (England) (Amendment) Regulations, SI 2017 No 1550. This refers to definitions of a "micro business" and an "undertaking" in section 33 of the Small Business, Enterprise and Employment Act 2015.

A micro business here is an undertaking which has an average headcount in a year of fewer than 10 staff, and has a turnover, or a balance sheet total of £2 million or less.

An undertaking which is not included in the definition is:

- a person carrying on one or more businesses or
- a voluntary or community body (such as a trade union; an unincorporated body or company limited by guarantee which does not distribute any surplus it makes to its members; a charity; a registered society of Co-operative and Community Benefit Societies Act 2014; a community interest company; a community interest company; a charitable incorporated organisation within the meaning of Part 11 of the Charities Act 2011.

Please note: These notes do not give full details of the law. Our staff can give you advice about what happens at a hearing. However, they are not allowed to discuss the cases at the hearing.

Data protection

By law (regulation 28(2) of the Valuation Tribunal for England (Council Tax and Rating Appeals) (Procedure) Regulations 2009) we have to send a copy of your appeal to the VOA valuation officer.

We will only use the information you give us in connection with your appeal, as the data protection laws allow. The VTS has to use your data to carry out its official duties. We keep the information until four months after the appeal is closed and we have to keep a record of the decision for six years.

As a user of our service, you could give us valuable feedback. We may wish to use your contact details to seek anonymous, statistical feedback to improve the service we provide. To do this, we use an independent research company, bound by contract and professional conduct standards to handle personal data securely. We can do this as it is in the public interest that we carry out our duties as well as we can. You may of course refuse to take part in the survey if you are contacted.

You can read more about how we handle your personal data and your rights in our Privacy Notice, which is on our website, at <https://www.valuationtribunal.gov.uk/privacy/> or you can ask us for a copy.

Our Data Protection Officer can be contacted by email: dpo@vts.gsi.gov.uk, or by writing to:

Data Protection Officer
VTS
2nd Floor, 120 Leaman Street
London E1 8EU