



# APPEAL FORM

Appeal number

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

- 1 Please write your full 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 Please tell us if you own or live in the property.**

- 4 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, address and postcode of the person who is dealing with this appeal if different to above

Daytime phone number

- 5 How would you prefer us contact you?**

By phone/post

By email

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

- 6 If you know anyone else who is connected with the property, for example a new occupier, owner or landlord, please tell us their name and address.**

Name of the person:

Address and postcode for written correspondence:

Their connection with the property:

## 7 Your appeal - Council tax valuation issues

To appeal against the 'decision of the VOA Listing Officer', you must send a copy of the decision with this form.

If you were not the person who sent the proposal to the VOA Listing Officer, please give us their name.

## 8 Please use the space below to explain why you want to appeal.

The Valuation Tribunal Service (VTS) is a data controller under the Data Protection Act. We keep information for legal reasons, for example, for the Valuation Tribunal to make decisions about appeals. When we receive your appeal form we may need to get information about it from the other party (the council or the Valuation Office Agency). This will help us deal with your appeal as quickly as possible. By law, we have to give a copy of your appeal to the other party. We will only use the information we get from you in connection with your appeal.

Your signature

Date

### The office that will deal with your appeal is:

**Valuation Tribunal**  
2nd Floor, 120 Leaman Street  
London, E1 8EU

**The phone number for any queries is: 0300 123 2035**

**Please either print out this completed form and post it, with the document we need, to the address above, or email it, with an electronic copy of the document we need, by clicking here**

**Email: [VTWhitechapel@valuationtribunal.gov.uk](mailto:VTWhitechapel@valuationtribunal.gov.uk)**