



APPEAL FORM

Appeal number (for office use)

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 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

4 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

5 Your appeal - Completion notice

The council issued me with a completion notice on:

Please send us a copy of the completion notice.

6 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

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 bottom of the appeal form. Please ask if you would like a copy of our form in large print or in another format.

You can appeal against a decision that your billing authority (council) has made about your Council Tax as long as your appeal is about liability, penalties or completion notices. We have designed these notes to help you fill in the Council Tax appeal form.

Completion notices

A completion notice lets you know when a council thinks that any work on your property is finished. There will be a date on the completion notice. From that date, your property will be eligible for council tax.

If you think that the work on the property is not finished, and won't be finished by the date on the completion notice, you can appeal directly to us. **If you want to appeal, you must contact us within four weeks of receiving the completion notice.** You must send us a copy of the completion notice with your appeal, and you should tell us why you are appealing in section 6.

Out of time appeals

These notes set out the time limits for making an appeal. If you believe that your appeal will not be made within the time limits you can apply for an extension, using the prescribed application form entitled 'Extension of Time Limits for Appeals'. This must be completed and returned, together with the Appeal Form, to the Valuation Tribunal at the address at the end of the appeal form. A copy of the application form can be found on our website. The President will expect you to have a good reason for not sending us your appeal form within the time limits.

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.