



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

- 4 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 - Liability for the council tax

I wrote to the council about my council tax problem on:

The council wrote back to me on (date):

Please send us a copy of their letter.

If the council has not written back to you within two months, please tick this box.

8 Please use the space below to explain why you want to appeal (grounds) and the period in dispute.

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.

You can appeal against the amount of Council Tax you have to pay for any of the reasons below.

- You are not the liable person. In other words, you do not think that you should pay the Council Tax.
- If the council refuses to accept that your property has been adapted to allow a disabled person to live there.
- You think that the council should give you a discount on the Council Tax you have to pay. You may get a discount if the property is empty, if only one person lives there or if one or more of the people in your home should be ignored for special reasons.
- You think your property is exempt from Council Tax (that is, Council Tax does not apply to it).

Before you start to appeal, please make sure you have done everything that you should. The first thing you should have done is to have written to your council explaining what the problem is. The council should have sent you a reply within two months.

If the council did not agree with you, or if you are not happy with what the council has done about the matter you raised, you can appeal to us. **If you want to appeal, you must contact us within two months of the council's decision.** Please send us a copy of the council's decision with your appeal.

If the council has not written back to you within two months, you can appeal to us as long as not more than four months have passed since you wrote to the council in the first place.

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.