

## Council Tax Invalidation Notice

## 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 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 to contact you?**

By phone/post

By email

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

- 6 Your appeal**

To appeal against the 'VOA Listing Officer's Invalidation Notice', you must send a copy of the notice with this form.

**7 Please use the space below to explain why you want to appeal.**

It is not enough to say, "I don't agree" or, "Please review", or "The tax is too much". You need to say why and what change you want the Tribunal to make. You can include with your appeal form any documents that support your case. However, we can't return them to you, so please don't send important, original documents.

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 organisation 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>

**8 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 either post this completed form, with the document we need, to:**  
**Valuation Tribunal Service**  
**2nd Floor**  
**120 Leaman Street**  
**London E1 8EU**  
**or email it, with an electronic copy of the document we need, to:**  
**appeals@valuationtribunal.gov.uk**  
**The phone number for any queries is: 0303 445 8100**

## **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. If you would like a copy of our form in another language or format, such as large print, please get in touch.

**The Valuation Tribunal is independent and is not connected with the Valuation Office Agency (VOA) or the council.**

You can appeal against **an invalidity notice** from the VOA listing officer. That notice will say why they believe your proposal is not valid. If you disagree, you must appeal **within four weeks** of the date you received their notice.

### **How to fill in the appeal form**

By law, (regulation 7 of the Council Tax (Alteration of Lists and Appeals) (England) Regulations 2009 as amended), you must give us this information 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 them. A phone number helps us make contact quickly, in any case.

**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** - We **must** have a copy of the notice you are appealing against. **We will not be able to accept your appeal without it.** If you e-mail the appeal form back to us, please also e-mail 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 it.

**Section 7** – Please tell us why you disagree with the VOA's notice and what change you want the Tribunal to make. The 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. Also, unless the Tribunal decides your proposal was validly made, it will not be able to consider the valuation band for the property.

You can send us any documents that support your case. However, we can't return them to you, so please don't send important, original documents.

**Section 8** – Please sign the form. If you e-mail it, you can type your name in the signature box.

### **Other information**

When we have received your appeal, we will send you a letter telling you what happens next. We will also send you a guidance booklet, or you can look at this on our website, [www.valuationtribunal.gov.uk](http://www.valuationtribunal.gov.uk). The website sections 'Preparing for the hearing' and 'About the hearing' may help you. You can also see a list of the hearing venues we use.

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

### **Data Protection**

By law (regulation 24 of the Valuation Tribunal for England (Council Tax and Rating Appeals) (Procedure) Regulations 2009) we have to send a copy of your appeal form to the VOA listing 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](mailto:dpo@vts.gsi.gov.uk), or by writing to:

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