



Completion 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 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 to contact you?**

By phone/post  By email

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

**5 Your appeal**

The council issued me with a completion notice on:

You must send us a copy of the completion notice.

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

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>

**7 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**

**2<sup>nd</sup> Floor**

**120 Leaman Street**

**London E1 8EU**

**or email it, with an electronic copy of the document we need, to:**

**[appeals@valuationtribunal.gov.uk](mailto: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 end 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.**

A **completion notice** lets you know when a council thinks that a new property is complete or will be completed if any work still to be done on your property could reasonably be finished within three months. Council tax or business rates may be charged on the property from the date shown on the completion notice.

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.**

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 for this at <https://www.valuationtribunal.gov.uk/forms/late-application/> or you can ask us for a printed copy.

### How to fill in the appeal form

By law, (regulation 19 of the Non-Domestic Rating (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** – 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 have to use a surveyor or solicitor. But you may prefer to have someone else deal with your appeal, either a professional person such as 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 4** – 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 5** – Because there are time limits as we explained above, we need to know the date the notice was sent to you and you **must send us a copy of the notice you are appealing against**. We will not be able to accept your appeal without it.

**Section 6** – Please tell us why you disagree with the date on the completion notice.

**Section 7** – If you e-mail the appeal form back to us, 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 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 form to the council.

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@valuationtribunal.gov.uk](mailto:dpo@valuationtribunal.gov.uk), or by writing to:

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