

## Guidance to appellants on preparing evidence bundles.

Preparing and submitting an evidence pack ('bundle') to the tribunal may seem daunting if you have not done this before. This is intended to provide some guidance and assistance in helping you in how to put a 'bundle' together. Here are some tips and things to avoid.

You have referred your case to the Tribunal because you could not resolve it with the person with whom you had the dispute. It is, therefore, important to be aware that the Tribunal hearing your case will not have all the background so it is important that you think about what information the tribunal will need and how best to ensure that the tribunal has all the facts to allow a decision to be made. A structured, single evidence bundle with all the pages numbered is the best way to do this.

Here are some suggestions for you:

1. Include the **Appeal Number** – This can be found on any of the tribunal documents
2. Set out the **Appeal Details** – This section should set out the appeal property, the period you are disputing, the name of the organisation whose decision you are appealing to the Tribunal against.
3. Provide an **Appeal Summary** – In a few sentences, provide a very brief summary of why you are in dispute and the decision you are seeking from the tribunal, for example "The Local Authority have charged me full Council Tax, but I believe I am entitled to a discount as I live alone. I therefore seek the tribunal to order a 25% single person discount for the period in dispute".
4. Provide **Appeal Background** – In this section, set out the background of your dispute, providing the details of your case. It usually helps the tribunal's understanding to set this out in date order, with the oldest events first.
5. Include any reference to **Case Law / Legislation** – If you are using case law or legislation to support of your arguments, make sure that you provide the names of the relevant cases or an extract(s) from the regulations you are using.
6. **Appendix of Evidence** in support of your arguments – this is the information (sales, comparison details, etc) that you want to use to support your case. Our web pages (under each appeal type) set out some of the types of documents that you may be using as evidence.

When providing your evidence, best practice is to number the pages and where possible number the paragraphs as this makes it easier to refer to at the hearing and ensure focus is on what is being referred to. You should also number any appendices.

The best evidence submissions are often those kept short and to the point, so please avoid including documents which are not relevant as this detracts from identifying the key points you want the tribunal to consider and give a decision on. Think about providing a contents page if 'bundles' are going to be lengthy as this helps everyone quickly navigate to the relevant part of your evidence when in the hearing.

Irrespective of how frustrated you may feel about the conduct of the other party to your appeal, please avoid including any documents relating to the conduct of the other party, such as copies of official complaints, as this is often outside the jurisdiction of the tribunal and not something that will help the decision-making process.

Appeals made to the Tribunal are made following a decision of a Billing Authority or Valuation Office Agency. These decisions usually form the basis of the dispute and provide reasons for the other sides decision. It is important to focus on these reasons and address them in your evidence as part of the Appeal Background.

Please note that it is important that your evidence ('bundle') is provided to the tribunal and the other party to your appeal at the right time. Please read the tribunal directions carefully and make sure that you know when your evidence has to be submitted by as late evidence may not be accepted.

Your evidence bundle should be served on the tribunal by e-mail with the other party copied in.