**Form for Applying for a Review** - in accordance with the VTE Procedure Regulations[1](#_bookmark0)

**Important Guidance:**

A review application will only be considered if you provide **all** the information requested **and** one of the grounds is met and is submitted on the correct application form preferably electronically. It is very important that the information is accurate as it will help us trace your appeal papers.

The **only** grounds on which a review is possible are those set out in reg. 40(5):

1. a document relating to the proceedings was not sent to, or was not received at an

appropriate time by, a party or a party’s representative;

1. a document relating to the proceedings was not sent to the VTE at an appropriate time;
2. a party or its representative was not present at a hearing relating to the proceedings

and the party shows reasonable cause for its or its representative’s absence;

1. there has been some other procedural irregularity in the proceedings;
2. the decision is affected by a decision of, or on appeal from, the Upper Tribunal or the High Court;
3. where the decision relates to an appeal against a completion notice, new evidence, whose existence could not have been discovered by reasonable inquiry or could not have been foreseen, has become available since the conclusion of the proceedings.

The words “some other procedural irregularity” in (d) are not designed to cover any alleged error by the panel. They refer to the way the hearing was conducted and not the actual content of the decision. A procedural irregularity occurs where there has been a substantive failure to comply with the Tribunal’s Consolidated Practice Statement.

The review process is not applicable if you merely wish to challenge the Tribunal’s factual decision, as that must be a matter for an appeal. **The deadline for appealing to the Upper Tribunal or the High Court is not extended pending the outcome of a review (unless the application is made on ground (c), see above).**

If you want to proceed with an application for review please complete the form and return it to:

**Valuation Tribunal Service, Ground Floor, Fry Building, 2 Marsham Street, London SW1P 4DF**

**Email:** **appeals@valuationtribunal.gov.uk**

1 The Valuation Tribunal for England (Council Tax and Rating Appeals) (Procedure) Regulations SI 2009 No 2269. Also in accordance with the Consolidated Practice Statement 2017 as amended

**REVIEW APPLICATION: Part A**

**Address of property:**

**Appeal number:**

**Hearing date:**

**Where the hearing was held:**

**Name of party applying:**

**Name of representative (if any):**

**Name of other party:**

**Address for correspondence:**

**Date of the Tribunal’s decision:**

**Your application must be made within four weeks of this date. If it is now more than four weeks after the decision was issued you must also complete Part B of this form.**

**The ground(s) you are applying under (tick as applicable):**

1. a document relating to the proceedings was not sent to, or was not received at an

appropriate time by, a party or a party’s representative;

1. a document relating to the proceedings was not sent to the VTE at an appropriate time;
2. a party or its representative was not present at a hearing relating to the proceedings and the party shows reasonable cause for its or its representative’s absence;
3. there has been some other procedural irregularity in the proceedings;
4. the decision is affected by a decision of, or on appeal from, the Upper Tribunal or the High Court;
5. where the decision relates to an appeal against a completion notice, new evidence, whose existence could not have been discovered by reasonable inquiry or could not have been foreseen, has become available since the conclusion of the proceedings.

**Your facts/argument in support of the application:**

Please be specific and highlight the facts or argument you seek to rely on below:

Signed Date

(Continue on an additional sheet if required)

Please attach any supporting documentary evidence

**REVIEW APPLICATION: Part B** – Out of time applications

If your application is not made within four weeks of the decision being issued, please set out your reasons for making this review application late.

Signed Date

REASONS:

~~~~~~~~~~~OFFICE USE ONLY~~~~~~~~~~~~~~~

**DECISION:** Please select . . .

PANEL:

DECISION OF PRESIDENT/ VICE PRESIDENT/SENIOR MEMBER:

Signed Date

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