

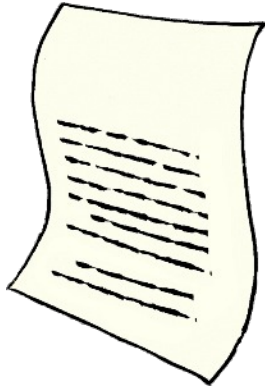


Easy Read Quick Guide to your Council Tax Appeal

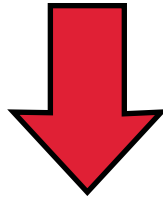
Your appeal and preparing for your
Valuation Tribunal Hearing



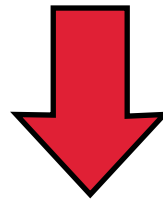
Easy Read version of
'Council tax valuation. Your appeal
and preparing for your Valuation Tribunal hearing'.



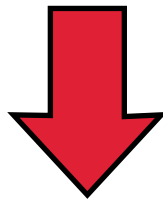
You have completed your **appeal** on our website and uploaded a copy of the decision notice from the **Valuation Office**.



We arrange for your **hearing**.



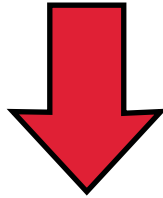
You prepare your case.



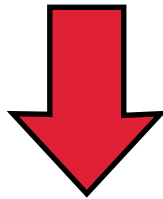
We will let you know the date for the **hearing** 8-10 weeks before.



Contact us if you need any help or advice on **0303 445 8100**



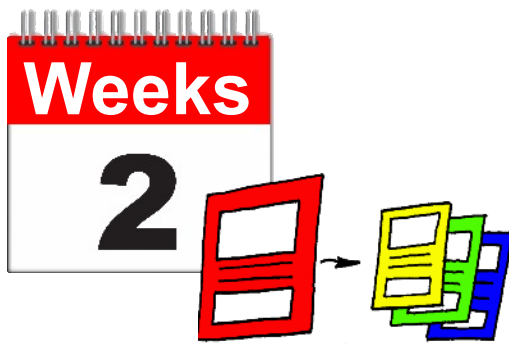
The **Valuation Office** will send you their case 6 weeks before the **hearing**.



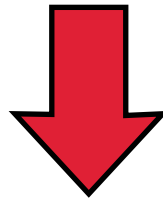
You must contact the **Valuation Office** 4 weeks before the **hearing** if:

- you have new evidence
- or want to reply to what they said.

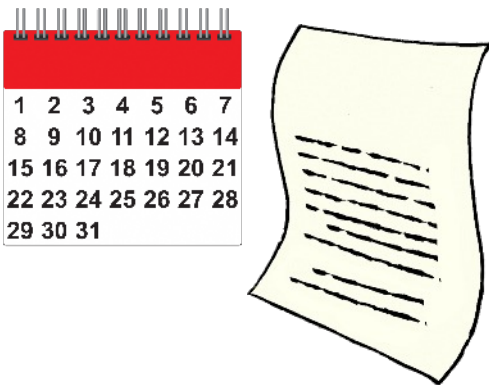
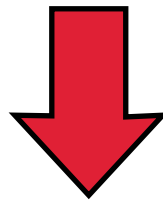
This is because the **Valuation Office** needs to see it before the **hearing** to include it in the joint evidence bundle for the tribunal.



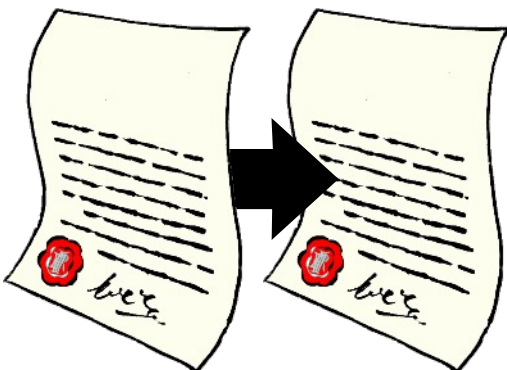
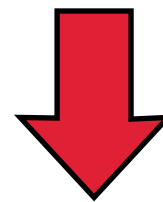
The **Valuation Office** sends all this information to the tribunal 2 weeks before the hearing.



The **hearing** takes place.



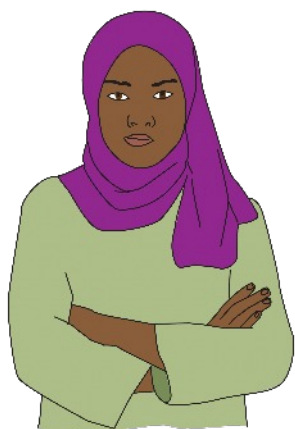
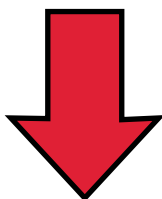
We will let you know what the decision is within 1 month.



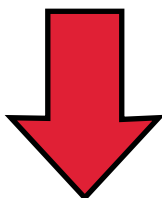
If you win the **appeal** we will tell the **Valuation Office** to make changes.



Then the **Valuation Office** makes the changes and tells the council. The council will tell you what the new bill is.



If you do not agree with the tribunal's decision on a point of law you can ask a higher court to look at it.



Please read the main Easy Read booklet for full details of what will happen and what you need to do.



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