



**COUNCIL TAX REDUCTION SCHEME  
APPEAL FORM**

Appeal number (for office use)

WUI Reference (for office use)

**Important:** Please read the guidance notes when you fill in this form.

COMPLETE IN BLOCK CAPITALS USING BLACK INK

**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 at which you would like us to contact you in the space below**

Postcode

Is this the address to which your appeal relates? Yes  No

If you have ticked "No", please write the address to which your appeal relates below

Postcode

Please write your daytime phone number here

How would you prefer us to contact you? By post  By email

If you have ticked "By email", please write your email address here

**3. Please give us the following information**

Name of the council:

The date you wrote to the council about council tax reduction:

The date the council wrote back to you and told you that you had a right of appeal: Please send us a copy of their reply.

If the council has not written back to you **and** it is more than two months since you wrote to them, please tick this box

If you have also made a housing benefit appeal that you are waiting to hear about, please tick this box

Council tax reference / bill reference

#### 4. Please use the space below to explain your reasons for appealing.

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>.

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.

5. Your signature

Date

**Please either post this completed form to:**

**Valuation Tribunal Service  
2nd Floor  
120 Leaman Street  
London E1 8EU**

**or email it 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
- need any help filling in this form
- would like a copy in another format, such as large print
- would like a copy in another language.

Our address and phone number are shown at the end of the appeal form.

**The tribunal is independent and is not connected with the council.**

**You can use this form to appeal to us against the amount of council tax you have to pay for either of the reasons below.**

- You think that, under the rules of the local council tax reduction scheme, the council should have given you a reduction on the council tax you pay.
- You think the amount of reduction the council have given you under the local council tax reduction scheme is not correct.

**You cannot appeal to us about the rules that the council have put in their scheme, only about how the rules have been applied to your case.**

If you want to appeal against your liability for council tax, please use the form for council tax liability appeals on our website or call us 0303 445 8100 .

### **How to appeal and when**

Before you can appeal to us, you need to have written to the council explaining what you disagree with in their decision about your council tax reduction. The council should have sent you a reply within two months. If you are not happy with the council's reply, you can appeal to us. If you want to appeal, you must contact us within two months of the date of the council's reply.

If the council have not replied to you within two months, you can appeal to us as long as not more than four months have passed since you wrote to them.

If you think you might have missed these time limits, please contact us. We can accept a late appeal in certain circumstances.

### **Notes to help you fill in the appeal form**

**Section 2** – We need to know the address of the property that you have claimed council tax reduction for and now want to appeal about. Please tick 'Yes' if your claim is about the council tax you have to pay on the property address you gave above. Please tick 'No' if the appeal is about a claim for council tax reduction at a different address and write that address in the box below it.

**Section 3** – As there are time limits for making an appeal, we need to know the date you wrote to the council about their decision on your claim, not the date you

first claimed council tax reduction. Then, tell us the date the council wrote back to you saying you could appeal to us. If the council have not written back and it is more than two months since you wrote to them, please tick the box.

**Section 4** – Please explain your reasons for appealing. Remember that you can only appeal about how the rules of the local council tax reduction scheme have been used in your case. **You can't appeal to us about the rules the council have decided to put in their scheme, only about how the rules have been applied to your case.**

**Section 5** – Signature - If you are emailing this form, please just type in your name.

### **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