



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

The Valuation Tribunal Service (VTS) is a data controller under the Data Protection Act. We keep information for legal reasons, for example, for the Valuation Tribunal to make decisions about appeals. When we receive your appeal form we may need to get information about it from the council. This will help us deal with your appeal as quickly as possible. By law, we have to give a copy of your appeal to the council. We will only use the information we get from you in connection with your appeal and to seek feedback about the service we provide.

**Please note:** We are unable to return any documents that you send us. Documents sent to us will be scanned, shredded and disposed of securely; therefore do not send original documents.

**Your signature**

**Date**

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

**Valuation Tribunal Service  
Hepworth House  
2 Trafford Court  
Doncaster DN1 1PN**

**or email it to: [appeals@vts.gsi.gov.uk](mailto:appeals@vts.gsi.gov.uk)**

**The phone number for any queries is: 0300 123 1033**

## **Please read this information before you fill in the appeal form.**

On page 2 of this guidance, we explain some of the words used in the form.  
Please contact us if you:

- have any questions;
- need help filling in the form;
- would like the form in another format such as large print; or
- need the form in another language. We can provide it in Arabic, Bengali, Chinese, Gujarati, Polish, Punjabi, Urdu or Vietnamese.

Our address:

CTR Team, VTS, Hepworth House, 2 Trafford Court, Doncaster DN1 1PN

Phone number: 0300 123 1033

Email: [appeals@vts.gsi.gov.uk](mailto:appeals@vts.gsi.gov.uk).

### **When to use this form**

**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 have to 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 0300 123 2035. You may want to appeal, for example, if you think someone else is liable (responsible) for the council tax for your home, or if you think that your home should be exempt from council tax (you do not have to pay council tax if you live in an 'exempt' property).

### **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.

## Words we have used

**Council** – sometimes called the ‘billing authority’. In this form, we mean the organisation that provides local services and collects council tax to pay for them. You will find the council’s name on a council tax bill or other notices from them.

**Council tax reduction scheme** – sometimes called ‘council tax support’, this replaces Council Tax Benefit, which finished on 31 March 2013. Your council’s scheme will set out the local rules that they have made for deciding whether a person should get a council tax reduction and, if so, how much. Your council’s scheme should be on their website.

**Council tax reference** – this helps the council identify you and your claim. You will find this on your council tax bill or the decision letter from the council.

**Valuation Tribunal** – set up by law to register, list and hear appeals about council tax and business rates. The Valuation Tribunal is independent from government, including local councils.

## 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 we explain over the page, 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 the date you have told us 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.**

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

**These notes do not give full details of the law. You will find out more, including what happens at a hearing, on our website, [www.valuationtribunal.gov.uk](http://www.valuationtribunal.gov.uk).**

