



Valuation Tribunal
for Wales

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.

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

Address and 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

Address and 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 enclose a copy of this letter)**

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.

The Valuation Tribunal for Wales (VTW) 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