

# **Valuation Tribunal for Wales**

## **Council Tax Reduction Appeals**

### **A guide to our Decision Notice**

This guide does not cover every point about the Valuation Tribunal. We do not have to follow everything in this guide, and it does not affect how we use the relevant laws or regulations. The Regional Clerk of the Tribunal will reply to any reasonable request you have for advice or clarification.

## WHAT IS A DECISION NOTICE?

The Notice of Decision advises you of the decision of the Tribunal and is accompanied by a statement of the reasons for the decision. It is a copy of the information that we will keep as a record of your appeal, which is available for public inspection.

## WHAT HAPPENS NOW?

The Council/Billing Authority (BA) will also be advised of the decision of the Tribunal and, if necessary, will make any alteration that is required as a consequence of the decision. If the decision changes the amount that you will be liable to pay, the Council will amend your demand.

## WHAT IF THERE IS A CLERICAL ERROR IN THE DECISION?

If the decision contains a spelling mistake or a numerical error that does not affect the decision, please let us know. The Chairman of the Tribunal can authorise the correction of the error and a copy of the amended decision will be sent to all parties.

## CAN THE TRIBUNAL REVIEW THE DECISION?

The Tribunal can only consider an application for a review of its decision on the following limited grounds:

- the decision was wrongly made as a result of clerical error;
- a party did not attend the hearing and can show good reason why that party did not do so;
- the decision is affected by a decision of, or a decision from, the High Court or the Upper Tribunal in relation to an appeal in respect of the dwelling which, or, as the case may be, the person who, was the subject of the Appeal Panel's decision; or
- the interests of justice otherwise require such a review.

If you wish to apply for a review on any of the above grounds, you should write to the Clerk of the Tribunal setting out the grounds for a review. An application for a review may be dismissed if not made within **four weeks** of the date that the decision was notified to the parties.

## CAN I APPEAL AGAINST THE DECISION?

There is a right to appeal to the High Court against a decision or order of the Tribunal, but only on a point of law. This means that the Tribunal did not correctly interpret or apply the law in reaching its decision.

An appeal form can be obtained from:

The Administrative Court, Royal Courts of Justice, Strand, London WC2A 2LL  
Telephone: 020 7947 6000  
Website: [www.justice.gov.uk](http://www.justice.gov.uk)

You must send the form, together with the appropriate fee, to the Court within four weeks of the date on which notice is given of the Tribunal's decision or order. Any appeal made after this period may be refused as being out of time.

The High Court can award costs against the unsuccessful party. Therefore, you may wish to consider seeking professional advice before appealing to the High Court.

## **JUDICIAL REVIEW**

The Tribunal is subject to judicial review by the High Court if it has acted outside its powers in making its decision, or if it did not act correctly at the hearing. Contact details for the High Court are provided in the previous section of this guidance leaflet.

## **CAN I COMPLAIN ABOUT THE SERVICE PROVIDED?**

If you have a complaint about the way the VT administration has handled your case, you should first write to the Clerk of the Tribunal, at the address shown on our Notices. You will be informed of the Tribunal's full complaints procedure, including the possible escalation of your complaint to the Chief Executive, in the Clerk's response.

***You can only use this process to make a complaint about the way your appeal has been dealt with administratively by the Tribunal. Further appeal against the decision is to the higher courts.***

## **FURTHER INFORMATION**

The VTW routinely prepares Notices in either Welsh or English dependent on the language used in your initial appeal. It is committed to delivering an equally high level of service in Welsh or English.

This guide is one of a series of leaflets that give information about our services. Our other guides include:

- general advice on appealing to the Tribunal;
- a guide to our Acknowledgement Notice ; and
- a guide to our Hearing Notice.

If you would like to receive any of these guides, please contact the Tribunal office at the address shown on our Notices. Alternatively, you can find more information about the Valuation Tribunal, copies of all our guidance leaflets and the Tribunal's protocols (practices and procedures) on our website:

**[www.valuation-tribunals-wales.org.uk](http://www.valuation-tribunals-wales.org.uk)**

## **OUR RECORDS**

By law, anyone can visit the Tribunal offices to look at copies of agendas, and decisions made by the Tribunal in the last six years. Agendas are lists of appeals that have been given a hearing date.

## **RELEVANT LEGISLATION**

The principal legislation under which Council Tax Reduction is administered is:

- Local Government Finance Act 1992; and
- Local Government Finance Act 2012.

The following statutory instruments set out the rules under which the Council and the Tribunal have to deal with any Council Tax Reduction appeals:

- Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2012 (SI 2012 No. 3144);
- The Council Tax Reduction Schemes (Default Scheme) (Wales) Regulations 2012 (SI 2012 No. 3145); and
- Valuation Tribunal (Wales) Regulations 2010 (SI 2010 No. 3056) as amended by the Valuation Tribunal for Wales (Wales) (Amendment) Regulations 2013.

## **OFFICE CONTACTS FOR THE VTW**

### **East Wales Region**

Valuation Tribunal for Wales  
East Wales Region  
22 Gold Tops  
NEWPORT  
NP20 4PG  
Tel: 01633 266367  
Fax: 01633 253270  
E-mail: VTWaleseast@vtw.gsi.gov.uk

### **Areas Covered: Councils/BAs**

Powys CC  
Blaenau Gwent CBC  
Caerphilly CBC  
Monmouthshire CC  
Newport City Council  
Torfaen CBC

### **North Wales Region**

Valuation Tribunal for Wales  
North Wales Region  
Government Buildings, Block A (L1)  
Sarn Mynach  
Llandudno Junction  
LL31 9RZ  
Tel: 03000 625350  
Fax: 03000 625368  
E-mail: VTWalesnorth@vtw.gsi.gov.uk

### **Areas Covered: Councils/BAs**

Wrexham CBC  
Flintshire CC  
Denbighshire CC  
Gwynedd CC  
Isle of Anglesey CC  
Conwy CBC

### **South Wales Region**

Valuation Tribunal for Wales  
South Wales Region  
22 Gold Tops  
Newport  
NP20 4PG  
Tel: 01633 255003  
Fax: 01633 255004  
E-mail: VTWalessouth@vtw.gsi.gov.uk

### **Areas Covered: Councils/BAs**

Bridgend CBC  
Cardiff CC  
Rhondda Cynon Taff CBC  
Vale of Glamorgan CBC  
Merthyr Tydfil CBC

### **West Wales Region**

Valuation Tribunal for Wales  
West Wales Region  
Llys y Ddraig  
Penllergaer Business Park  
Swansea  
SA4 9NX  
Tel: 03000 254530  
Fax: 03000 254522  
E-mail: VTWaleswest@vtw.gsi.gov.uk

### **Areas Covered: Councils/BAs**

Neath-Port Talbot CBC  
City & County of Swansea  
Carmarthenshire CC (Part 3)  
Carmarthenshire CC (Part 1 & 2)  
Ceredigion CC  
Pembrokeshire CC