

Guidance Notes for the Council Tax Reduction Appeal Form

When to use this form

You can use this form to appeal to the Valuation Tribunal for Wales (VTW) against the amount of Council Tax you have to pay for the reasons listed 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 has 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 in your case.

If you want to appeal against your liability for council tax for any other reason, please call or write to the Tribunal's Regional Office using the contact details provided at the end of this guidance note.

How to appeal and when

Before you can appeal to the Tribunal, 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 has not replied to you within two months, you can appeal to us as long as not more than four months have passed since you first wrote to it.

If you think you might have missed these time limits, please contact the Tribunal. Late appeals can be accepted in certain circumstances.

Words used in the Appeal Form

Council – sometimes called the 'Billing Authority'. This is 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 should be able to inform you where you can obtain a copy of its scheme.

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

Valuation Tribunal – the Valuation Tribunal for Wales (VTW) is a judicially independent body that is established by law to hear and determine appeals against Non-Domestic Rates, Council Tax and Drainage Rates. The VTW operates from four Regional Offices located throughout Wales.

The VTW is independent of both the Council/Billing Authority (BA), which issues the council tax and rates bills, and the Valuation Office Agency, which sets the council tax bands and rateable values.

Notes to help you fill in the appeal form

Section 2 – The Tribunal needs 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 have given. 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 – There are time limits for making an appeal. The Tribunal needs to know the date you wrote to the Council about its decision on your claim, **not** the date you first claimed council tax reduction.

The Tribunal also needs to know the date the Council wrote back to you saying you could appeal to us. If the Council has not written back and it is more than two months since the date you wrote to them, please tick the box.

If the Council has written back to you, you will need to send the Tribunal a copy of its letter when you return the appeal form. Also, if you have appealed to the First-tier Tribunal about your Housing Benefit calculation because of the same facts, you should also return a copy of this appeal with the appeal form.

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 has decided to put in its Scheme, only about how the rules have been applied to your case.**

Signature – Please sign the form, or if you are emailing it, please just type in your name.

These notes do not give full details of the law. You will find more details on the Tribunal’s website:

www.valuation-tribunal-wales.org.uk

If you require further information or assistance completing the form, please contact the relevant Regional Office of the Tribunal. The contact details for the Regional Offices and a list of the Councils that they cover is provided overleaf.

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