



Valuation Tribunal
for Wales

COUNCIL TAX APPEALS

A guide to our
NOTICE OF DECISION

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 NOTICE OF DECISION?

The Notice of Decision advises you of the decision of the Tribunal and is accompanied by a statement of the reasons for the decision.

COUNCIL TAX BANDING APPEALS

If the Tribunal has decided that the Valuation List should be altered, the required change is indicated on the decision notice in the section showing property details, valuation bands and effective dates. Where a change is shown in this section, the Tribunal orders that the Valuation List be altered to accord with the decision.

If the Tribunal has ordered an alteration in the banding of a dwelling, the Listing Officer must comply with that order within six weeks. Once he has done so, he has a further six weeks in which to notify the Council (Billing Authority) of the alteration. The Billing Authority will then reassess the amount of Council Tax payable.

COUNCIL TAX LIABILITY APPEALS

The Local Authority will be advised of the decision and will make any alteration that is required as a consequence of the decision.

N.B. Copies of Tribunal agendas and decisions for Council Tax appeals are also shown on Valuation Tribunal Website.

COMPLETION NOTICE APPEALS

The Tribunal has determined the completion day as set out in the Notice of Decision. The Listing Officer has been advised of this decision, as well as the Billing Authority, and each will take the action required if an alteration of the completion day has been ordered.

NOTICE OF INVALIDITY APPEALS

Where you have appealed against the Listing Officer's rejection of your proposal as invalid, the Tribunal's decision concerning the validity of the proposal is shown in the Notice of Decision.

If your appeal has been allowed, your proposal will be considered by the Listing Officer. If he does not agree with the alterations you seek, an appeal will arise which may be heard by the Tribunal at a later date.

CAN THE TRIBUNAL REVIEW THE DECISION?

The Tribunal can **only** consider an application for a review of its decision on the following 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 they did not; or
- 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.

- In **Completion Notice Appeals only** there is an additional ground which allows new evidence to be considered where it has become available, and could not reasonably have been anticipated or obtained earlier.

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

CAN I APPEAL AGAINST THE DECISION?

There is a right of appeal to the High Court against a decision or order of the Tribunal, but only on a point of law.

An appeal should be made by written notice of motion delivered to the **Administrative Court Office, Royal Courts of Justice, Strand, London WC2A 2LL**, together with the appropriate fee. Four copies of motion must be lodged and copies served on all respondents within 28 days of the date of decision or order, any appeal made after that may be refused as being out of time.

General enquiries about appeals may be made to the Administrative Court Office on 020 7947 6000.

You should be aware that the High Court **can** award costs against the unsuccessful party.

You may therefore wish to consider seeking professional advice before appealing to the High Court.

CAN I COMPLAIN ABOUT THE SERVICE PROVIDED?

If you have a complaint about the way the VT administration has handled your case, you can do the following:-

- You should first write to the Clerk of the Regional Tribunal, at the address shown on our notices.
You will be informed of the Tribunal's full complaints procedure in the Regional 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

Our records

By law, anyone can visit the Regional Valuation Tribunal Office 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.

You will find more information about the VTW and copies of all guides on our website at: www.valuation-tribunals-wales.org.uk