

VTW BEST PRACTICE PROTOCOL 1G

SERVICE OF NOTICES

Legislation

1. The following regulations set the procedure for the service of notices:
 - Regulation 40 of the Non-Domestic Rates (Alteration of Lists and Appeals)(Wales) Regulations 2005 (SI 2005/758)
 - Regulation 35 of the Council Tax (Alteration of Lists and Appeals) Regulations 1993 (SI 1993/291)
 - Regulation 46 of the Valuation Tribunal for Wales Regulations 2010 (SI 2010/713)

Method of Service (incl. post, fax, email)

2. Parties should specify clearly the address they wish to be used and any method(s) of service which is not acceptable.
3. Parties should inform the Tribunal if their correspondence details have changed.

Service by post

4. First-class mail will be deemed to have been received on the second working day after posting and second-class mail on the fourth working day, unless there is proof to the contrary.

Disputes regarding effective service

5. Any dispute concerning service of a document will be referred to the Regional Representative or dealt with by the Tribunal/Appeal Panel at a hearing.

Electronic communication with the Tribunal

6. The Tribunal's IT system is unable to accept attachments of more than 10 megabytes. E-mails with attachments exceeding this limit will be automatically rejected and the sender informed.