



Proposal to alter the valuation list Council Tax

The Council Tax valuation list contains a record of the Council Tax banding for every home in your area. You can check your current Council Tax band at gov.uk/voa and submit a proposal against it using this form.

This form can be filled in digitally and emailed to ctonline@voa.gsi.gov.uk. Alternatively if you have printed the form or have been sent it you can scan it in and send it to the email above or

PART A - Details of the property

Full postal address of the property/ properties:

Post code

Name of current Council Tax payer:

Date person named above first became taxpayer for this property:

Day	Month	Year

Valuation list reference number: (if known)

Current Council Tax band:

PART B - Details of your proposal **Please read the attached guidance notes before completing this part**

1 I believe the valuation list should be altered because: (tick one box only)

Day	Month	Year

- a The entry set out in the Listing Officer's notice dated (insert date) is inaccurate.
- or b Having become the taxpayer for the property shown above within the last six months I believe its present entry in the valuation list is inaccurate.
- or c The property shown above should be deleted from the valuation list.
- or d The property shown above should be included in the valuation list.
- or e The properties shown above should be included in the valuation list as one entry.
- or f The property shown above should be included in the valuation list as more than one entry.
- or g There has been a 'material reduction' in the value of the property shown above.
- or h There has been a 'material increase' in the value and a subsequent 'relevant transaction' in respect of the property shown above.
- or i There has been an increase or decrease in the domestic use of the property shown above.
- or j The entry for the property shown above does not take into account a relevant decision of a local Valuation Tribunal or the High Court. Details are given in box 2 below.

2 My reason(s) for believing that the valuation list is inaccurate is/are:

3 I believe the band should be: with effect from:

Day	Month	Year

PART C - Details of the person making the proposal

The maker of this proposal is the:

Owner/Occupier Owner Occupier Other (please specify below)

Name of the person making this proposal and address for correspondence: (if different from address of property)

Name:

Contact telephone number:

Address:

Email address:

Post code

Date:

Day	Month	Year

Signed:

PART D - Property details

Type of property (Please tick appropriate box)

House Bungalow

Houses and bungalows only

(Please tick appropriate box)

Detached
Semi detached
Terrace
End terrace
Number of floors

Flat Maisonette

Flats and maisonettes only

(Please tick appropriate box)

Is this property; purpose built
converted
over shop etc.

Flat floor level Please state ground, 1st or 2nd etc.
Maisonette lowest floor level Please state 1st, 2nd, 3rd etc.

Other

If other please give details:

Year property built: If unknown please estimate year here:

For estate type properties only, if known, builder's name or type:

Rooms

(Please indicate number in appropriate box)

Reception rooms

(for example living room, sitting room, dining room)

Bathrooms including rooms with showers, basins and WCs

Bedrooms

Kitchens

Other

If 'other' please give details, for example study, office, conservatory, utility:

Garage

Single

Double

Other Give details

No garage but car parking

None

On site

State number of car spaces:

Street parking

free voucher

PART D - Property details - continued

Conservatory	Yes	No	If Yes is it: 1. Double Glazed/UPVC/Hardwood or 2. Single Glazed/UPVC/Hardwood or 3. Greenhouse/Lean to type	Approx dimensions
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Outbuildings	Yes	No	If Yes give details:
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Central heating	Yes	No
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Any other relevant information *(for example any planning restriction, any facilities such as a swimming pool)*

(Continue on a separate sheet if necessary)

A proposal to alter the Council Tax valuation list is a public document and may be inspected upon request.

The Valuation Office Agency is an Executive Agency of HM Revenue & Customs, which is a Data Controller under the Data Protection Act. We hold information for the purposes of taxes and certain other statutory functions as assigned by Parliament. The information we hold may be used for any of the Valuation Office Agency's functions. We may get information about you from others, such as other government departments and agencies and local authorities. We may check information we receive from them and also from you with what is already in our records. We may give information to other government departments and agencies and local authorities but only as the law permits us to do so, to check the accuracy of information, to prevent or detect crime and to protect public funds.



You can check your current council tax band at gov.uk/voa and submit a proposal against it using this form.

Complete Parts A, B and C of the enclosed proposal form. Part D should be completed but does not form part of the legal document.

Please read these notes carefully - If you need any assistance, please contact the Valuation Office Agency on 03000 501501.

PART B - Details of your proposal

1 I believe that the valuation list should be altered because:

Please tick ONE of the boxes to indicate why you think the valuation list should be altered.

- Box a** If you have received a notice from the Listing Officer advising you that the valuation list has been altered and you disagree with this alteration. (Please note: a notice received from the Listing Officer is not the bill you receive from your council advising you of the amount payable).
- Box b** If you have become the taxpayer for the property within the last six months and you feel the valuation band is too high or low.
- Box c** If the property is no longer a home (for example it is now used commercially or has been demolished).
- Box d** If the property is a home but is not currently shown on the valuation list (for example it is a new property or is now used for domestic purposes).
- Box e** If parts of the property have been separately banded but should now be banded as one (for example flats merged into one house).
- Box f** If the property has been banded as one but parts should now be separately banded (for example one house divided into flats).
- Box g** If you think there has been a 'material reduction' in value.
'Material reduction' means any reduction in the value of the property caused by:
- the demolition of any part of the property (for example a garage, an extension etc.)
 - or • any change in the physical state of the area the property is in (for example the opening of a motorway)
 - or • any adaptation of the property to make it suitable for use by a physically disabled person
- Box h** If you think there has been a 'material increase' in the value of the property and a 'relevant transaction'. 'Material increase' means any increase in the value of the property which is caused by 'any building, engineering or other operation carried out to the property' (for example extension, new kitchen/bathroom suite, swimming pool); 'relevant transaction' means the sale of the freehold or sale of or grant of a lease which has a term of seven years or more.
- Box i** If there has been an increase or decrease in the domestic use of a composite property. (Please note a 'composite property' is one which contains both domestic and non-domestic parts, for example a public house with a landlord's flat).
- Box j** The valuation band does not take into account a relevant decision of a local Valuation Tribunal or the High Court. If you tick this box please provide the date of the relevant decision and the address of the property to which it relates.

PART B - Details of your proposal

2 My reason(s) for believing that the valuation list is inaccurate is/are:

This part of the form should be used to explain why you think the valuation list should be altered.

If you refer to any documentary evidence in your reasons, for example a valuation for mortgage purposes, it would be helpful if you attached a copy to the proposal form.

3 Valuation band:

Please insert the band you think should be placed on the property.

Council Tax bands are based on the price a property would have sold for on 1 April 1991. The valuation bands in England are:

Band A	Up to £40,000	Band D	£68,001 to £88,000
Band B	£40,001 to £52,000	Band E	£88,001 to £120,000
Band C	£52,001 to £68,000	Band F	£120,001 to £160,000

Band G	£160,001 to £320,000
Band H	Over £320,001

If you wish to know more about valuation for Council Tax purposes please visit www.gov.uk/guidance/understand-how-council-tax-bands-are-assessed.

Effective date

Please insert the date on which you think your proposal alteration should start (normally the date when the circumstances giving rise to your proposal arose). This date cannot be before 1 April 1993, or after the date when you complete and send this form. The Listing Officer will specify an effective date in a notice sent to you advising that the valuation list has been altered, and if you disagree with the notice it is important that you complete this part of the form. It is important that you complete this part of the form as the Listing Officer will specify an effective date if an alteration is made to the valuation list.

Please sign and date the form before you submit it.

You are advised to continue paying your current Council Tax bill until your proposal is resolved.

Please note that a proposal is a public document and may be inspected by any person. The Listing Officer must also send a copy of your proposal to any other taxpayer of any property to which your proposal relates.