



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 ctinbox@voa.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 post it to Valuation Office Agency, Durham Customer Service Centre, Wycliffe House, Green Lane, Durham DH1 3UW

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

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. (If you have ticked box C- please tick appropriate box for reason for the deletion request)
 - Uninhabitable Property demolished (part/fully) Undergoing conversion works
 - Now used as a business (part/whole)- provide details in section 2)
- 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. Please provide details of relevant decision 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:

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 boxes)

Reception rooms

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

Bathrooms (must have Bath and or shower, basin and WC)

Rooms (with only 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

Permit

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)

PART E - Alterations/extensions

Please include any made by yourself and, if possible, any undertaken by a previous occupier.

Extensions (Please tick appropriate box)	None	Single storey extension	2 storey extension
	Room built over garage	Other	
	If other please give details		

Please provide if available the planning application number (if you have the plan, please provide when submitting of your proposal form)

Please give details of what the extension is used for, for example bedroom, garage

Please provide details on who built the extension(s) including date of completion(s)

Demolitions	If any part of the property has been demolished please give details
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Alterations	Please give details of any internal alterations, for example bedroom converted to bathroom, loft conversion, including description of use
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