



Community Infrastructure Levy (CIL) Appeal Authorising your agent or representative

Please read the notes overleaf before completing this authority. This form confirms that your agent/representative has the authority to make a Community Infrastructure Levy appeal on your behalf and authorises us to exchange and disclose information about you, the chargeable development and the appeal with your agent and to deal directly with them on the Community Infrastructure appeal within the responsibility of the Valuation Office Agency.

This overrides any earlier authority given to us regarding the Community Infrastructure Levy appeal. We will hold this authority until this particular Community Infrastructure Levy appeal has been completed or you terminate this authority in writing. An additional authority to act must be submitted to us for any new or additional appeals.

I/We Appellant's name

of Appellant's address

Postcode

Authorise the VOA to send all relevant correspondence and disclose information to:

Agent or representative's name

Agent or representative's address

Postcode

In respect of the Community Infrastructure Levy Appeal relating to the following chargeable development:

Planning application or Appeal reference number (if applicable)

Site address

Town/City

County

Postcode

I agree that the above agent/representative has agreed to act on my/our behalf, and the information provided to that agent is correct and complete. The authorisation is limited to the matters shown overleaf.

Signature

Name

Date

1. What this authority means to you.

This authority confirms that your agent/representative is authorised to make an appeal on your behalf against the Community Infrastructure Levy in respect of the above chargeable development and to deal with all correspondence relating to this appeal on your behalf. It also allows us to exchange and disclose information about you, the chargeable development and the Community Infrastructure appeal with your agent and to deal directly with them on all matters and process involved in the Community Infrastructure Levy appeal.

2. What information is to be exchanged?

The authorisation is limited to any information required by us and any representations, comments or other correspondence submitted by the interested parties to the Community Infrastructure Levy Appeal relating to the chargeable development described above. The 'interested parties' to an appeal are set out in regulation 112(3) of the Community Infrastructure Levy Appeals Regulations 2010.

3. How the VOA uses the information.

The Valuation Office Agency is an Executive Agency of HM Revenue and Customs. The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of HMRC registration (Reg No: Z9034148) under the Data Protection Act 1998 with the Information Commissioner. Further information about our Data Protection policy can be found on our website www.voa.gov.uk under "Privacy Statement".

We may check information we receive about the chargeable development with what is already in our records or may use the information for some of our other functions such as valuing properties in England, Scotland and Wales and compiling and maintaining the business rating and council tax valuation lists for England and Wales. We will not give information to anyone outside the VOA unless the law permits us to do so.

This authority does not allow your agent to request personal information held about you under the subject access provisions of the Data Protection Act 1998.

4. Where to send this form.

When you have completed and signed this form you, or your agent will need to send as a scanned document by e-mail, or by post.

Address to send by email

cil.appeals@voa.gov.uk

Address to send in hard copy

Valuation Office Agency
DVS (CIL)
Wycliffe House
Green Lane
Durham
DH1 3UW

5. Important Note

All communication by us in this Community Infrastructure Levy appeal will continue to be made directly to you until such time as we receive this signed form. Once the original form has been received, we will then direct all communication to your agent.