



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 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:

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)

- a ☐ The entry set out in the Listing Officer's notice dated (insert date)

Day	Month	Year

 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. 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

This proposal is made by

☐ Owner/Occupier ☐ Owner ☐ Occupier ☐ Acting on the owner(s) and or occupiers(s) behalf (including agents)

If you have chosen "Acting on the owner(s) and or occupier(s) behalf (including agents)" you must submit an Authority to Act form along with this Proposal form. Both forms should be submitted together.

Go to GOV.UK and search 'VOA Authority to Act form'.

The Authority to Act form must be either dated before the date of the proposal or be the same date as the proposal.

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

Name:

Contact telephone number:

Address:

Email address:

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	
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Flat ☐ Maisonette ☐

Flats and maisonettes only

(Please tick appropriate box)

Is this property; purpose built	☐
converted	☐
over shop etc.	☐

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

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

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:	Approx dimensions
		1. Double Glazed/UPVC/Hardwood ☐	
		or 2. Single Glazed/UPVC/Hardwood ☐	
		or 3. Greenhouse/Lean to type ☐	

Outbuildings	Yes ☐ No ☐	If Yes give details:

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 story 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

Alterations

Please give details of any internal alterations, for example bedroom converted to bathroom, loft conversion, including description of use