

# **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 1993/290)
  - Regulation 46 of the Valuation Tribunal for Wales Regulations 2010 (SI 2010/713)

### **Method of Service (incl. post, email)**

2. Parties should specify their preferred method of communication and clearly identify the address they wish to be used by the Valuation Tribunal for Wales (VTW).
3. Parties should inform the VTW if their correspondence details change.

### **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.

### **Electronic communication with the Tribunal**

5. Electronic communication will be treated as served on the second working day after sending unless there is proof to the contrary.
6. The VTW's IT system is unable to accept attachments of more than 10 megabytes.