



NON-DOMESTIC RATING LIST 2017

A guide to our NOTICE OF DECISION

This guide does not cover every aspect of the appeals process. We do not have to follow everything in this guide, and it does not affect how we use the relevant laws or regulations. We will reply to any reasonable request you have for advice or clarification.

WHAT IS A NOTICE OF DECISION?

The Notice of Decision advises you of the decision of the Tribunal and is accompanied by a statement of the reasons for the decision.

NON-DOMESTIC RATING APPEALS

If the Tribunal has decided that the Rating List should be altered, the required change will be indicated within the reasons for decision.

Where the Tribunal has ordered an alteration of the Rating List, the Valuation Office Agency (VOA) must comply with that order within two weeks. Once it has done so, it has a further four weeks in which to notify the Council (the Billing Authority) of the alteration. If applicable, the Billing Authority (BA) will then reassess the amount of rates payable.

COMPLETION NOTICE APPEALS

The Tribunal has determined the completion day as set out in the Notice of Decision. The VOA has been advised of this decision, as well as the BA, and each will take the action required if an alteration of the completion day has been ordered.

APPEALS AGAINST NOTICE OF INVALIDITY

Where you have appealed against the VOA's rejection of your proposal as invalid, the Tribunal's decision concerning the validity of the proposal is shown in the Notice of Decision. If your appeal has been allowed, your proposal will now be considered by the VOA. If the VOA does not agree with the alterations you seek, an appeal will arise which may be heard by the Tribunal at a later date.

CAN THE TRIBUNAL REVIEW THE DECISION?

The Tribunal can **only** consider an application for a review of its decision on the following grounds:

- that the decision was wrongly made as a result of clerical error;
- that a party did not attend the hearing and can show good reason why they did not; or
- the decision is affected by a decision of the High Court or The Lands Chamber of the Upper Tribunal in respect of the property that is the subject of the Tribunal's decision.
- In **Completion Notice Appeals only** there is an additional ground which allows new evidence to be considered where it has become available, and could not reasonably have been anticipated or obtained earlier.

If you wish to apply for a review on any of the above grounds, you should write to the local tribunal office setting out the grounds for a review. An application for a review may be dismissed if not made within **four weeks** from the date the decision was notified to the parties.

CAN I APPEAL AGAINST THE DECISION?

Any person who appeared or was represented at the hearing (or appealed by **formal** written representation under the Regulations) and is aggrieved by the decision may, within four weeks from the date of the decision, appeal by notice in writing to The Lands Chamber of the Upper Tribunal.

Notice of Appeal in the form prescribed by the Lands Chamber Rules, should be sent to:

Upper Tribunal (Lands Chamber)
5th Floor, Rolls Building
7 Rolls Buildings
Fetter Lane
London
EC4A 1NL

DX: 160042 Strand 4
Tel No: 020 7612 9710
Fax No: 020 7612 9723
Email: lands@hmcts.gsi.gov.uk
Website: www.landtribunal.gov.uk

Copies of the form may be obtained from The Lands Chamber's website or its office.

You should be aware that the Lands Chamber **can** award costs against the unsuccessful party. You may therefore wish to consider seeking professional advice before appealing to the Lands Chamber.

CAN I COMPLAIN ABOUT THE SERVICE PROVIDED?

If you have a complaint about the way the VT administration has handled your case, you should write to the local office of the Tribunal at the address shown on our notices.

You will be informed of the Tribunal's full complaints procedure in the response.

You can only use this process to make a complaint about the way your appeal has been dealt with administratively by the Tribunal. Further appeal against the decision is to The Lands Chamber of the Upper Tribunal.

FURTHER INFORMATION

Our records

By law, anyone can visit the local office of the VTW to look at copies of agendas and decisions made by the Tribunal in the last six years. Agendas are lists of appeals that have been given a hearing date.

You will find more information about the VTW and copies of all guides on our website at: www.valuation-tribunals-wales.org.uk

Valuation Tribunal for Wales

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NP20 4PG

Tel: 01633 255003

E-mail: VTWalesouth@vtw.gsi.gov.uk

Blaenau Gwent CBC
Bridgend CBC
Caerphilly CBC
Cardiff CC
Merthyr Tydfil CBC
Monmouthshire CC
Newport City Council
Powys CC
Rhondda Cynon Taff CBC
Torfaen CBC
Vale of Glamorgan CBC

Valuation Tribunal for Wales

Government Buildings
Block A (L1), Sarn Mynach
LLANDUDNO JUNCTION LL31 9RZ

Tel: 03000 625350

E-mail: VTWalesnorth@vtw.gsi.gov.uk

Conwy CBC
Denbighshire CC
Flintshire CC
Gwynedd CC
Isle of Anglesey CC
Wrexham CBC

Valuation Tribunal for Wales

Llys y Ddraig
Penllergaer Business Park
SWANSEA
SA4 9NX

Tel: 03000 254530

E-mail: VTWaleswest@vtw.gsi.gov.uk

Carmarthenshire CC
Ceredigion CC
Neath-Port Talbot CBC
Pembrokeshire CC
City & County of Swansea