



NON-DOMESTIC RATING

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

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/Billing Authority of the alteration. If applicable, the Billing Authority (BA) will then reassess the amount of rates payable.

COMPLETION NOTICE APPEALS

If an alteration of the completion day has been ordered, the VOA and the Council will be advised of this decision and each will take the action required.

INVALIDITY NOTICE APPEALS

If your appeal has been allowed, your proposal will be considered by the VOA. If it 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 Tribunal 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 VTW administration has handled your case, you should first write to the Tribunal, at the address shown on our notices. You will be informed of the Tribunal's full complaints procedure in the Tribunal Clerk's 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 Tribunal office 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, its appeal listings and decisions and publications on the following website: www.valuationtribunal.wales.

Our office

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