



Valuation Office Agency

Council Tax

Proposal to alter the Valuation List

This form should be returned to:
The Listing Officer, Valuation Office Agency

Date received by Listing Officer

You can check your current band, and appeal against it on-line at: www.voa.gov.uk

Part A Details of dwelling and occupation

Full postal address of the dwelling(s):

Postcode:

Name of current Council Taxpayer:

Date you first became taxpayer for this dwelling:

Valuation List reference number: *(if known)*

Band in List:

Part B Details of your proposal Please read the attached guidance notes before completing this part

1 I believe that 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)* is inaccurate.
- or b Having become the taxpayer in respect of the dwelling shown above within the last six months I believe its present entry in the Valuation List is inaccurate.
- or c The dwelling shown above should be deleted from the Valuation List.
- or d The dwelling shown above should be included in the Valuation List.
- or e The dwellings shown above should be included in the Valuation List as one entry.
- or f The dwelling 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 dwelling shown above.
- or h There has been a 'material increase' in the value and a subsequent 'relevant transaction' in respect of the dwelling shown above.
- or i There has been an increase or decrease in the domestic use of the dwelling shown above.
- or j The entry for the dwelling 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:

Continue on a separate sheet if necessary

3 The band I think is more appropriate is: which should be effective from:

For official use only

- Valid proposal
- Invalid proposal

Case number:

Reason code:

Party status:

Initials:

Part C Details of the person making this proposal

The maker of this proposal is the: Owner/Occupier Owner Occupier Other *(please specify below)*

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

Name:

Home Tel No:

Address:

Postcode:

Daytime Tel No:
(if different)

email address:

Signed:

Date:

Part D Dwelling details

Please supply details of the dwelling by completing the following:

1 Type of dwelling *(Tick as appropriate)*

Bungalow <input type="checkbox"/>	Flat <input type="checkbox"/>
House <input type="checkbox"/>	Maisonette <input type="checkbox"/>
Other <i>(eg Bedsit)</i> , please state <input type="text"/>	

Detached <input type="checkbox"/>	Terrace <input type="checkbox"/>
Semi detached <input type="checkbox"/>	End Terrace <input type="checkbox"/>

Date dwelling, or building in which dwelling is situated, built <i>(Approx)</i> <input type="text"/>
--

For Estate type dwellings only, if known, builders design name or type: <input type="text"/>
--

2 Accommodation

*Number of rooms – Please **exclude** bathrooms, conservatories, kitchens and utilities

+Number of bathrooms – Please **include** en-suites and shower rooms with at least bath/shower, WC, WHB

Houses and Bungalows

* Number of rooms:	
ground floor	
first floor	
second floor	
other	
Number of bedrooms	
+ Number of bathrooms	
Number of kitchens	

Flats and Maisonettes

* Number of rooms:	
Number of bedrooms	
+ Number of bathrooms	
Number of kitchens	
Floor Level e.g. first floor	
Is there a lift to all floors?	
Is the dwelling:	purpose built
	converted
	over shop etc

Where the dwelling is not a House, Bungalow, Flat or Maisonette please describe briefly the accommodation:

3 For all types of dwelling – does the dwelling have: *(Tick as appropriate)*

Central heating	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Garage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes is it: Single <input type="checkbox"/>	Double <input type="checkbox"/>	Other <i>(Give details)</i> <input type="text"/>	
			On site <input type="checkbox"/>	Elsewhere <input type="checkbox"/>	If Elsewhere is it Owned <input type="checkbox"/>	or Rented <input type="checkbox"/>
No garage but car parking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes is it: On site <input type="checkbox"/>	State number of car spaces: <input type="text"/>		
			or Street parking <input type="checkbox"/>			
Conservatory	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes is it:	Approx dimensions		
			1. Double Glazed/UPVC/Hardwood <input type="checkbox"/>	<input type="text"/>		
			or 2. Single Glazed/UPVC/Hardwood <input type="checkbox"/>	<input type="text"/>		
			or 3. Greenhouse/Lean to type <input type="checkbox"/>	<input type="text"/>		
Outbuildings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes give details: <input type="text"/>			

4 Any other relevant information *(e.g. Any planning restriction, any facilities such as a swimming pool)*

Continue on a separate sheet if necessary

A proposal to alter the council tax valuation list is a public document and may be inspected upon request.

The Valuation Office Agency is an Executive Agency of HM Revenue & Customs, which is a Data Controller under the Data Protection Act. We hold information for the purposes of taxes and certain other statutory functions as assigned by parliament. The information we hold may be used for any of the Valuation Office Agency's functions. We may get information about you from others, such as other government departments and agencies and local authorities. We may check information we receive from them and also from you, with what is already in our records. We may give information to other government departments and agencies and local authorities but only as the law permits us to do so, to check the accuracy of information, to prevent or detect crime and to protect public funds.



You can check your current band, and appeal against it on-line at www.voa.gov.uk

Complete Parts A, B and C of the enclosed proposal form. Part D should be completed but does not form part of the legal document.

PLEASE READ THESE NOTES CAREFULLY

If you need any assistance, please contact the office shown at the top of the form.

Part B Details of your proposal

1 I believe that the Valuation List should be altered because:

Please tick ONE of the boxes to indicate the type of alteration you consider should be made to the Valuation List.

- Box a** If you have received a notice from the Listing Officer advising you that the Valuation List has been altered and you disagree with this alteration (Please note: a notice received from the Listing Officer is not the bill you receive from your council advising you of the amount payable).
- Box b** If you have become the taxpayer in respect of the dwelling within the last six months and you feel the valuation band is too high or low.
- Box c** If the property is no longer a dwelling (eg. it is now used commercially or has been demolished).
- Box d** If the property is a dwelling but is not currently shown on the Valuation List (eg. it is a new property or is now used for domestic purposes).
- Box e** If parts of the property have been separately banded but should now be banded as one (eg. flats merged into one house).
- Box f** If the property has been banded as one but parts should now be separately banded (eg. one house divided into flats).
- Box g** If you think there has been a 'material reduction' in value.
'Material reduction' means any reduction in the value of the dwelling caused by:
- the demolition of any part of the dwelling (eg. a garage, an extension etc.)
 - or ● any change in the physical state of the dwellings locality (eg. the opening of a motorway)
 - or ● any adaptation of the dwelling to make it suitable for use by a physically disabled person.
- Box h** If you think there has been a 'material increase' in the value of the dwelling and a 'relevant transaction'. 'Material increase' means any increase in the value of the dwelling which is caused by 'any building, engineering or other operation carried out to the dwelling' (eg. extension, new kitchen/bathroom suite, swimming pool) 'relevant transaction' means the sale of the freehold or sale of or grant of a lease which has a term of 7 years or more.
- Box i** If there has been an increase or decrease in the domestic use of the dwelling which is a composite. (Please note a 'composite dwelling' is one which contains both domestic and non domestic property eg. a public house).
- Box j** the valuation band does not take into account a relevant decision of a local Valuation Tribunal or the High Court. If you tick this box please provide the date of the relevant decision and the address of the property to which it relates.

2 My reason(s) for believing that the Valuation List is inaccurate is/are:

This part of the form should be used to explain why you think the Valuation List should be altered.

If you refer to any documentary evidence in your reasons, eg a valuation for mortgage purposes, it would be helpful if you attached a copy to the proposal form.

3 Valuation Band:

Please insert the band you think should be placed on the dwelling. The valuation bands in England are:

Band A	Up to £40,000	Band D	£68,001 to £88,000	Band G	£160,001 to £320,000
Band B	£40,001 to £52,000	Band E	£88,001 to £120,000	Band H	Over £320,000
Band C	£52,001 to £68,000	Band F	£120,001 to £160,000		

Please note that at present council tax valuations are based on the price a property would have realised if it had been sold on 1 April 1991. If you wish to know more about valuation for Council Tax purposes please ask your Listing Officer for the booklet 'Council Tax – How your property is valued'.

Effective Date

Please insert the date on which you think your proposal alteration should start (normally the date when the circumstances giving rise to your proposal arose). This date cannot be before 1 April 1993, or after the date when you complete and send this form. The Listing Officer will specify an effective date in a notice sent to you advising that the Valuation List has been altered, and if you disagree it is important that you complete this part of the form.

**Please sign and date the proposal before you return it to the Listing Officer shown at the top of the form.
You are advised to continue paying your current Council Tax bill until your proposal is resolved.**

Please note that a proposal is a public document and may be inspected by any person. A copy of your proposal must also be sent, by the Listing Officer, to any other taxpayer of any property to which your proposal relates.