

LANDS TRIBUNAL

NOTICE OF APPEAL AGAINST DECISION OF VALUATION TRIBUNAL

First open this out, then read the accompanying notes opposite

Part 1 Names of Parties

⇐(see note 1.1 opposite)

Name of Appellant

Address

Telephone No Fax No

⇐(see note 1.2 opposite)

Name of Appellant's Solicitor or other Representative

Address

Telephone No Fax No Status

⇐(see note 1.3 opposite)

Name of Potential Respondent

Address

Telephone No Fax No

Name of Potential Respondent's Solicitor or other Representative

Address

Telephone No Fax No Status

Part 2 Hereditament

⇐(see note 2 opposite)

Description and Address of Hereditament

The Proposal Date

Part 2a Name of the Billing Authority

Part 3 Grounds

⇐(see note 3 opposite)

The grounds of the appeal are that

Part 4 Valuation Tribunal Details

⇐(see note 4 opposite)

Name of Valuation Tribunal

Address

Date of Valuation Tribunal Decision Appeal No

Part A Time Limits

Tick one box only

(see note A opposite)⇒

(i) The appeal is in time (i.e. within **28 days** from the date of the decision of the Valuation Tribunal or within **14 days** from the date of provisional acceptance of the appeal by the Lands Tribunal).

(ii) I apply for leave to lodge this appeal out of time on the following grounds

.....
.....
.....
.....

and enclose (in addition to the lodging fee) an application fee of **£40**.

Part B Hearing Arrangements

(see note B opposite)⇒

Please tick one box on each line

- 1. Do you intend to call an **expert witness** at the hearing? Yes No
- 2. Do you intend to apply for leave to call **more than one expert witness** at the hearing? Yes No
- 3. Do you wish the appeal to be dealt with under the **Simplified Procedure**? Yes No

Part C Lodging Fee

(see note C opposite)⇒

How much is the Rateable Value decided by the Valuation Tribunal? £.....
How much is the lodging fee enclosed? £.....

Part D Communications

(see note D opposite)⇒

All communications regarding this appeal should be directed to:

Name
Address.....
.....
Telephone No Fax No Status.....

Part E Declaration, Signature and Date

(see note E opposite)⇒

I accept the responsibility for the conduct of the case and the payment of fees and costs.

Signed.....
Status Date

**For Official Use Only
Date Received**

LANDS TRIBUNAL

NOTICE OF APPEAL AGAINST A DECISION OF A VALUATION TRIBUNAL

This form is for the use of any person (or Limited Company or plc, partnership or firm) who wishes to appeal to the Lands Tribunal against the rating decision of a Valuation Tribunal

FIRST READ THE NOTES ON PAGE 4 AND COMPLETE THE FORM ON PAGE 1, THEN READ THE NOTES ON PAGE 3 AND COMPLETE THE FORM ON PAGE 2

Note A TIME LIMITS

An appeal should be received at the Lands Tribunal within **28 days** from the date of the decision of the Valuation Tribunal (the date of the Notice of Decision) or within **14 days** from the initiation of the appeal (e.g. by phone, visit, letter or fax) and provisional acceptance by the Lands Tribunal, whichever is the longer period. If the appeal is out of time, apply for leave to appeal out of time by completing and ticking Box (ii) in Part A. A fee of **£40** is payable in addition to the appeal fee.

Note B HEARING ARRANGEMENTS

Tick the appropriate box in each case. Indicate whether you intend to call an expert witness to give evidence in support of the valuation on which you will rely at the hearing of the appeal. Note that only **one expert witness** on either side shall be heard unless the Lands Tribunal orders otherwise. Under the Simplified Procedure, smaller cases may be dealt with in a simpler and quicker way provided the appellant consents (refer to Explanatory Leaflet). If you wish the appeal to be dealt with under the Simplified Procedure tick "Yes" to Question 3 of Part B opposite.

Note C LODGING FEE

The fee due upon lodging a Rating Appeal against a decision of a Valuation Tribunal is **1% of the rateable value** (subject to minimum fee £50 and maximum fee £5000). Cheques or postal orders are to be made payable to the **Tribunals Service**.

Note D COMMUNICATION

Please state the name and address to which communication relating to this appeal should be sent. Indicate status (e.g. Appellant / Solicitor / Agent), telephone and fax numbers where available.

Note E DECLARATION, SIGNATURE AND DATE

The Notice of Appeal must be signed and dated by the appellant, solicitor or other representative. Whoever is on the record of the Tribunal as a party or acting for a party is responsible for the conduct of the case and the payment of all fees while they remain on record.

DELIVERY OF APPEAL DOCUMENTS

The completed Notice of Appeal should be sent together with the appropriate Fee, Letter of Authority to act (where applicable), a copy of the disputed Decision and the Originating Proposal, to:

**The Registrar, Lands Tribunal, 43-45 Bedford Square, London WC1B 3AS
DX: 149065 (Bloomsbury 9) Tel: 020 7612 9710 Fax: 020 7612 9723**

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Please read the notes below and overleaf. The green Explanatory Leaflet may also be helpful. Complete the Notice of Appeal in **BLOCK CAPITALS (BLACK INK)**, or preferably typed

Note 1.1 APPELLANT

Give the full name of the appellant (i.e., the person making the appeal), who may be an individual person, a Limited Company or PLC, or a partnership or firm. The appellant **must** have appeared or been represented at the hearing before the Valuation Tribunal. The address should be the normal business address or postal address of the appellant. If the address changes the Lands Tribunal should be notified at once. It is helpful to give telephone and fax numbers.

Note 1.2 REPRESENTATIVE

If a representative is instructed to act, give the name and the address, and indicate their status (e.g. solicitor or chartered surveyor). A representative other than a solicitor **must supply a written authority to act** that is signed by the appellant.

Note 1.3 POTENTIAL RESPONDENT

Give the full name and address of the potential respondent(s) (i.e. other person(s) who appeared or was represented at the Valuation Tribunal hearing) and representative where applicable. It is helpful if you provide sufficient copies of Notice of Appeal for service upon each of the other parties to the proceedings, the Valuation Tribunal and the Valuation Officer.

Note 2 HEREDITAMENT

Indicate the description and the address of the hereditament. This must be **exactly** as indicated in the decision of the Valuation Tribunal, even if you disagree with it.

Note 3 GROUNDS

State briefly the reasons why you are aggrieved with the decision of the Valuation Tribunal. If there is a specific **point of law** involved, state it clearly. On the hearing of the appeal the appellant may rely only on the grounds stated in his Notice of Appeal (or Statement of Case) unless the Lands Tribunal permits additional grounds to be put forward.

Note 4 VALUATION TRIBUNAL DETAILS

Indicate the name and address of the Valuation Tribunal, the date of issue of the disputed decision and the appeal number. If there was a series of related appeals, it is important to distinguish carefully the particular appeal this Notice of Appeal relates to.