

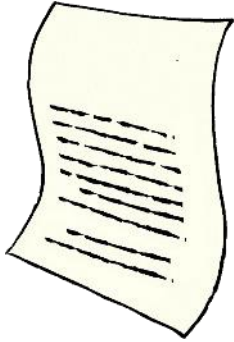


# Easy Read Quick Guide to your Council Tax Appeal

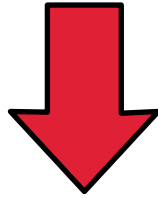
## Your appeal and preparing for your Valuation Tribunal Hearing



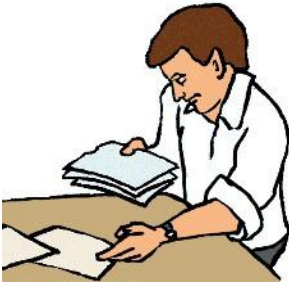
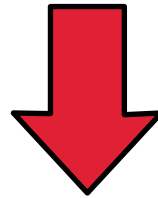
Easy Read version of  
'Council tax valuation. Your appeal  
and preparing for your Valuation Tribunal hearing'.



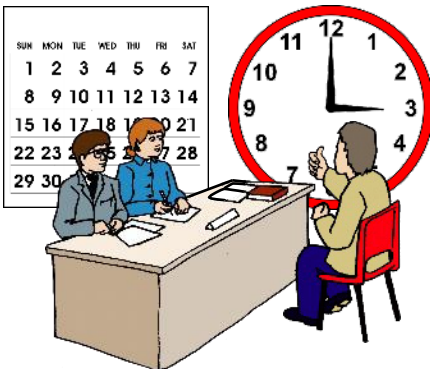
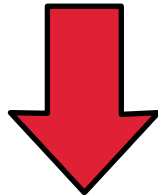
You have completed your **appeal** on our website and uploaded a copy of the notice from the **Valuation Office Agency**.



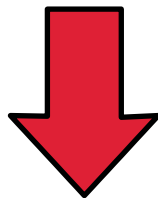
We arrange for your **hearing**.



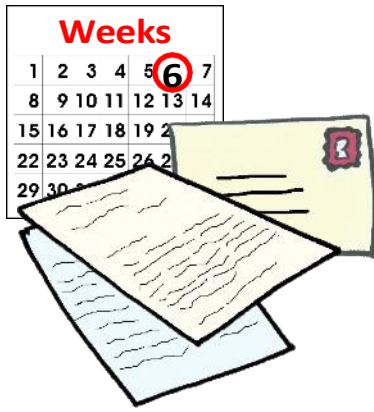
You prepare your case.



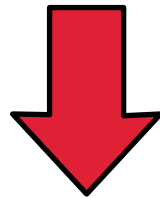
We will let you know the date for the **hearing** 8-10 weeks before.



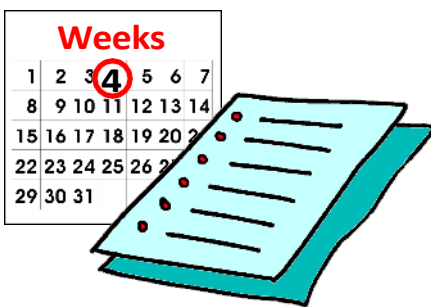
Contact us if you need any help or advice on **0303 445 8100**



The **Valuation Office Agency** will send you their case 6 weeks before the hearing.

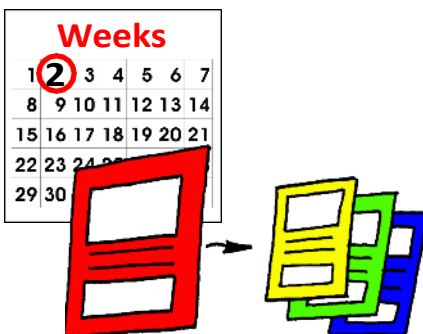


You must contact the **Valuation Office Agency** 4 weeks before the hearing if:



- you have new evidence
- or want to reply to what they said.

This is because the **Valuation Office Agency** needs to see it before the **hearing** to include it in the joint evidence bundle for the **tribunal**.

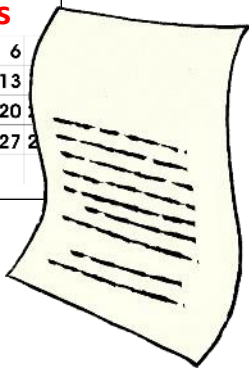


The **Valuation Office Agency** sends all this information to the tribunal 2 weeks before the hearing.

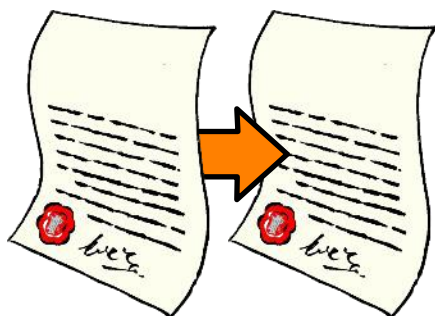
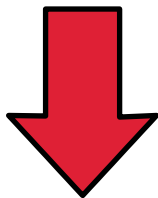


The **hearing** takes place.

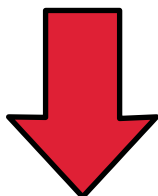
Months												
1	2	3	4	5	6							
8	9	10	11	12	13							
15	16	17	18	19	20							
22	23	24	25	26	27	28						
29	30	31										



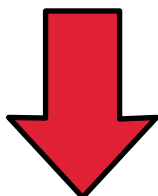
We will let you know what the decision is within 1 month.



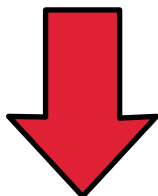
If you win the **appeal** we will tell the **Valuation Office Agency** to make changes.



Then the **Valuation Office Agency** makes the changes and tells the council. The council will tell you what the new bill is



If you don't agree with the tribunal's decision on a point of law you can ask a higher court to look at it.



Please read the main Easy Read booklet for full details of what will happen and what you need to do.



## Credits

This paper has been designed and produced by the EasyRead service at Inspired Services Publishing Ltd.  
Ref ISL144 19. August 2019.

**[www.inspiredservices.org.uk](http://www.inspiredservices.org.uk)**



Artwork includes material from the Inspired EasyRead Collection and cannot be used anywhere else without written permission from Inspired Services.

**[www.inspired.pics](http://www.inspired.pics)**