



Valuation Office Agency

# Council Tax

## Proposal to alter the 2005 Valuation List

You can check your current band, and appeal against it online at: [www.voa.gov.uk](http://www.voa.gov.uk)

This form should be returned to:

Date received by Listing Officer

### Part A Details of property

Full postal address of the property/properties:

\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Name of current council taxpayer:

Date person named above first became taxpayer for this property:

\_\_\_\_\_  
dd mm yyyy

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 in the Valuation List is inaccurate.
- or b  The entry set out in the Listing Officer's Notice dated *(insert date)* dd mm yyyy is inaccurate.
- or c  Having become the taxpayer in respect of the property shown above within the last six months I believe its present entry in the Valuation List is inaccurate.
- or d  The property shown above should be deleted from the Valuation List.
- or e  The property shown above should be included in the Valuation List.
- or f  The properties shown above should be included in the Valuation List as one entry.
- or g  The property shown above should be included in the Valuation List as more than one entry.
- or h  There has been a 'material reduction' in the value of the property shown above.
- or i  There has been a 'material increase' in the value and a subsequent 'relevant transaction' in respect of the property shown above.
- or j  There has been an increase or decrease in the domestic use of the property shown above.
- or k  The entry for the property 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 believe to be more appropriate is: \_\_\_\_\_ which should be effective from: dd mm yyyy

For official use only

- Valid proposal
- Invalid proposal

Case number:

Reason code:

Party status:

Programme type:

Initials:

### Part C Details of the person making this proposal

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

Has a previous enquiry been made about the 2005 council tax band on this property? Yes  No

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

Name: \_\_\_\_\_ Home Tel No: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Tel No: \_\_\_\_\_  
*(if different)*

Postcode: \_\_\_\_\_ email address: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: dd mm yyyy

## Part D Property details

**Type of property** *Please tick appropriate box*

House

Bungalow

Flat

Maisonette

Other

### Houses and bungalows only

*Please tick appropriate box*

Detached	<input type="checkbox"/>
Semi detached	<input type="checkbox"/>
Terrace	<input type="checkbox"/>
End terrace	<input type="checkbox"/>
Number of floors	<input type="text"/>

### Flats and maisonettes only

*Please tick appropriate box*

Is the property;	purpose built	<input type="checkbox"/>
	converted from residential	<input type="checkbox"/>
	converted from commercial	<input type="checkbox"/>
Flat floor level	<input type="text"/>	
<i>Please state ground, 1st or 2nd etc.</i>		
Maisonette lowest floor level	<input type="text"/>	
<i>Please state 1st, 2nd, 3rd etc.</i>		

If other, please give details

**Year property built**

If unknown please estimate year here

### Rooms

*Please indicate number in appropriate box*

#### Reception rooms

*eg. living room, sitting room, dining room*

#### Bedrooms

#### Other

*If 'other' please give details eg. study, office, dressing room, conservatory, utility:*

**Bathrooms** *Including rooms with shower, basin and WC*

#### Kitchens

### Garage

Single

Double

Other *Give details*

### No garage but car parking

None

On site

State number of car spaces:

Street parking

free

voucher

## Part E Alterations/extensions made since 1 April 2005

*Please include any made by yourself and, if possible, any undertaken by a previous occupier*

### Extensions

*Please tick appropriate box*

None

Single storey extension

2 storey extension

Room built over garage

Other

If other, please give details

If possible please give approximate external dimensions of extension

Please give details of what the extension is used for eg. bedroom, garage

### Demolitions

If any part of the property has been demolished please give details

### Alterations

Please give details of any internal alterations eg. bedroom converted to bathroom, loft conversion, including description of use

## Part F Purchase price

If you have purchased the property since 1 April 2002 please supply the following details:

Purchase price

Date of purchase

dd mm yyyy

## Part G 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 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 online at [www.voa.gov.uk](http://www.voa.gov.uk)

Complete parts A, B and C of the enclosed proposal form. Parts D, E, F and G should be completed but do not form part of the legal document.

**PLEASE READ THESE NOTES CAREFULLY**

If you need any assistance, please contact the Valuation Office Agency council tax helpline on 0845 600 1748.

## 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 2005 Valuation List.

- Box a** If you believe the entry shown in the 2005 Valuation List is too high/low.
- Box b** 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 c** If you have become the taxpayer in respect of the property within the last six months and you feel the valuation band is too high or low.
- Box d** If the property is no longer a home (eg. it is now used commercially or has been demolished).
- Box e** If the property is a home but is not currently shown on the Valuation List (eg. it is a new property or is now used for domestic purposes).
- Box f** If parts of the property have been separately banded but should now be banded as one (eg. flats merged into one house).
- Box g** If the property has been banded as one but parts should now be separately banded (eg. one house divided into flats).
- Box h** If you think there has been a 'material reduction' in value.  
'Material reduction' means any reduction in the value of the property caused by:
  - the demolition of any part of the property (eg. a garage, an extension etc.)
  - or • any change in the physical state of the area the property is in (eg. the opening of a motorway)
  - or • any adaptation of the property to make it suitable for use by a physically disabled person.
- Box i** If you think there has been a 'material increase' in the value of the property and a 'relevant transaction'.  
'Material increase' means any increase in the value of the property which is caused by:
  - any building, engineering or other operation carried out to the property (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 seven years or more.
- Box j** If there has been an increase or decrease in the domestic use of the property which is a composite.  
(Please note a 'composite property' is one which contains both domestic and non domestic property eg. a public house).
- Box k** 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 property. The valuation bands in Wales are:

Band <b>A</b> Up to £44,000	Band <b>D</b> £91,001 to £123,000	Band <b>G</b> £223,001 to £324,000
Band <b>B</b> £44,001 to £65,000	Band <b>E</b> £123,001 to £162,000	Band <b>H</b> £324,001 to £424,000
Band <b>C</b> £65,001 to £91,000	Band <b>F</b> £162,001 to £223,000	Band <b>I</b> £424,001 and above

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 2003. If you wish to know more about valuation for council tax purposes, please ask for the booklet 'council tax – a guide'.

#### 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 2005, 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.**