

Council Tax – appeals process

We may have made a decision to charge you for the Council Tax and you think someone else should be charged. Or we may have refused to award a discount or exemption which you think you are entitled to. If you think our decision is wrong, you can appeal.

Stage 1 – write to the Council

Write to us, telling us that you want to make a first-stage appeal, and tell us what you're unhappy about and why you think our decision is wrong.

If you have some documents to support your case - for example, a tenancy agreement or a new Council Tax bill for another address - send that with your letter, as this will help us to reconsider your case. It would be helpful if you could provide a day-time telephone number in case we need to speak to you about it – we might need to contact you for more information or further evidence. In the case of landlord and tenant disputes, we may also have to contact your landlord or tenant.

We have two months to consider your appeal. When we have made our final decision, we'll write to tell you and explain our reasons. If you are still unhappy, you can then go to Stage 2 of the appeals process. You must do that within two months of the date we give you our final decision.

You can also go to Stage 2 of the appeals process if we don't reply to you within four months of the date of your first-stage appeal letter to us.

Stage 2 - appeal to a Valuation Tribunal (website: www.valuationtribunal.gov.uk)

The Tribunal is an independent body which is not connected to Leeds City Council. They can't make decisions that are not in line with Council Tax law, but they can decide whether we have applied the law correctly. A Tribunal hearing will not cost you anything unless you choose to employ a solicitor or other person to present your case.

You need to appeal to the Tribunal in writing, stating which decision you are appealing against and why you disagree with it (or if we have not replied to you within four months, you need to explain that). They will contact you to make arrangements for a formal hearing and will send you a leaflet explaining the procedure in detail. Hearings usually last no more than a day.

The address of the West Yorkshire Valuation Tribunal is:

Hepworth House,
2 Trafford Court,
Doncaster DN1 1PN

Tel: 03001 232035

Fax: 01302 321447

Email: VTDoncaster@vts.gsi.gov.uk

If the Tribunal decides in your favour, we will revise your bill and adjust your payments, if necessary.

Please note: if you make an appeal, you must by law pay your Council Tax as billed while you are waiting for it to be dealt with.