

OFFICIAL USE
Ack
COTAX
VALUER

COUNCIL TAX PROPOSAL FORM

PLEASE COMPLETE THIS FORM IN BLACK INK AND TICK THE BOXES WHERE APPROPRIATE

PART A DETAILS OF PROPERTY AND OCCUPIER

▶ Full Postal Address of the Property(ies):

 Postcode(s)

▶ Name of Present Owner(s):

▶ Name of Present Occupier(s):

▶ Valuation List Reference Number (if known):

▶ Valuation Band Disputed (insert letter(s)):

PART B DETAILS OF YOUR PROPOSAL **Please read the guidance notes before completing this part**

▶ 1. I believe that the Valuation List should be altered because: (see note 1)
 (a) The entry in the Valuation List for the dwelling shown above is incorrect
 or (b) The dwelling shown above should be deleted from the Valuation List
 or (c) The dwelling shown above should be included in the Valuation List
 or (d) The dwellings shown above should be included in the Valuation List as one entry
 or (e) The dwelling shown above should be included in the Valuation List as more than one entry
 or (f) The entry set out in the Assessor's Notice dated (insert date) is incorrect

▶ 2. My reason(s) for making this proposal is/are: (see note 2)

 (continue overleaf if necessary)

▶ 3. The Valuation Band Letter(s) I propose is/are: which should be effective from (see note 3)

▶ 4. If this proposal is made following a relevant decision given by a Valuation Appeal Committee or the Court of Session, please give details of the relevant decision: (see note 4)

▶ 5. If you are making this proposal on the basis that you became the council tax payer during the last 6 months please give the date you became the taxpayer:

PART C DETAILS OF THE PERSON MAKING THIS PROPOSAL

▶ The maker of this proposal is the: Owner Occupier Other Please specify

▶ Name of the person making this proposal and address for correspondence:
 Name:
 Address:
 Postcode

▶ Signed Dated Daytime Telephone No.