

<b>OFFICIAL USE</b>
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.

# Guidance Notes

Complete Parts A, B and C of the proposal form

## **BUT PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING PART B.**

If you need assistance, please telephone the number shown at the top of the form.

### **PART B DETAILS OF YOUR PROPOSAL**

1. Please tick ONE of the boxes to indicate the type of alteration you consider should be made to the Valuation List.

Box (a) If you think the valuation band is too high or too low.

Box (b) If the property is no longer a dwelling (eg it is now used commercially or has been demolished).

Box (c) If the property is a dwelling but is not currently shown in the Valuation List (eg it is a new property or is now used for domestic purposes).

Box (d) If parts of the property have been separately banded but should now be banded as one (eg flats merged into one house).

Box (e) If the property has been banded as one but parts should now be separately banded (eg one house divided into flats).

Box (f) If you have received a Notice from the Assessor advising you that the Valuation List has been altered and you disagree with this alteration.

**PLEASE NOTE:** A Notice received from the Assessor is NOT a bill. You will receive from your council a statement advising you of the amount payable.

2. Please state your reasons for believing that the Valuation List should be altered.

**PLEASE NOTE:** All council tax valuations are based on the price a property would have realised if it had been sold on 1 April 1991. Any increase or fall resulting from general changes in the housing market since then will not affect its banding. Such movements in general prices will not be a reason for changing your council tax band. The reasons should relate to Valuation matters only.

You may wish to refer to:

- sales prices close to 1 April 1991 and/or banding of similar properties
- any changes that have taken place to the dwelling or its locality
- additionally you may wish to include photographs.

3. Band Letter Please insert the band you think should be placed on the dwelling.

The valuation bands in Scotland are:-

Band A Up to £27,000

Band E £58,001 - £80,000

Band B £27,001 - £35,000

Band F £80,001 - £106,000

Band C £35,001 - £45,000

Band G £106,001 - £212,000

Band D £45,001 - £58,000

Band H Over £212,000

Effective Date Please insert the date on which you think your proposed alteration should start.

4. This box should only be completed if your proposal arises as a direct result of a decision given by a local Valuation Appeal Committee or the Court of Session. You should state the name of the particular committee or court, the date of the decision and the dwelling concerned.

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 become the taxpayer.

**PLEASE SIGN AND DATE THE PROPOSAL BEFORE YOU RETURN IT TO THE ASSESSOR AT THE ADDRESS SHOWN AT THE TOP OF THE FORM**