|  |  |  |  |
| --- | --- | --- | --- |
| The Highland andWestern IslesValuation Joint Board |  | Council TaxProposal to Alter theValuation List | **Assessor****Headquarters****Moray House****16-18 Bank Street****INVERNESS IV1 1QY****Tel. (01463) 575395** |
| 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):** |       |  |
|  |       |  |
|  |       |  |
|  |  |  |  |  |
| **Name of present owner(s):** |       |  |  |  |
|  |  |  |  |  |
| **Name of present occupier(s):** |       |  |  |  |
|  |  |  |  |  |
| **Valuation List reference no. (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)** | **(b)** |  |  | **The dwelling shown above should be deleted from the Valuation List** |
|  |  |  |  |  |
| **or (c)** | **(c)** |  |  | **The dwelling shown above should be included in the Valuation List** |
|  |  |  |  |  |
| **or (d)** | **(d)** |  |  | **The dwellings shown above should be included in the Valuation List as one entry** |
|  |  |  |  |  |
| **or (e)** | **(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.y reason(s) for making this proposal is/are: (see note 2)** |
| **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)** |
|  | **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:** |  |  |  |
|  | **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** **[ ]**  |  | **owner** |  | **occupier** |  | **other (please specify)** |  |  |
| **Name of the person making this proposal and address for correspondence** |
| **Name:** |  |  |
| **Address:** |  |  |
|  |  |  |
| **Signed:** |  | **Dated:** |  | **Daytime Tel No:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

CT44

**Privacy Notice**

The data controller is the Assessor for Highland & Western Isles. Any personal data is collected in the performance of a task carried out in the public interest and in the exercise of official authority. A full privacy notice can be found at www.saa.gov.uk/h-wi-vjb.

CT44