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| The Highland and  Western Isles  Valuation Joint Board |  | Council Tax  Proposal to Alter the  Valuation 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)):** | |  |  |  | |  |
|  | |  |  |  | |  |

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| 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)** | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
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|  | **(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)** | | | | | | | | | | | | | |  |
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| **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:** | | | | | | | | |  | | |  | |  |
|  |  | | | | | | | | |  | | |  | |  |

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| 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:** | | | | |  |  | |
|  |  |  | |  |  | |  | |  | |  | | | |  | |  |  | |  | | |  |
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**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.

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