



**Customer Services**

# **Council Tax**

Your right  
of appeal

**If you need further information, write to:**

PO Box 5000  
Worthing  
West Sussex  
BN11 1JN.

Or, you can call:

Council Tax: 01903 221061  
Housing Benefit and  
Council Tax Benefit: 01903 221062  
Fax: 01903 216551  
Or, email: [revsbens@adur-worthing.gov.uk](mailto:revsbens@adur-worthing.gov.uk)



## Council Tax appeals

### Can I appeal against the band for my property?

Yes, within six months of:

- a becoming liable (responsible) for the charge;
- b an amendment to the valuation list entry; or
- c the date of a relevant valuation tribunal decision.

If you do not think that the band for your property is correct, you must appeal to the District Valuer at the following address.

Valuation Office Agency  
Westmoreland House  
Strand Parade  
Goring-by-Sea  
Worthing  
West Sussex  
BN12 6EA

Phone: 01903 707900

### Can I appeal against any other decision about Council Tax?

Yes, if you do not think that you should have to pay Council Tax, or you think that you should be granted an exemption, a discount or be disregarded for Council Tax, you should write to us within two months of receiving the bill, stating why you think that the Council Tax you have been charged is wrong. The address you should use is:

Customer Services  
PO Box 5000  
Worthing  
West Sussex  
BN11 1JN.

We have to let you know our decision within two months of receiving your letter.

**Remember: you must continue to pay your Council Tax even if you think it is wrong. If your appeal is successful we will refund any amount you have overpaid.**

### Can I appeal against any other decision about Council Tax? (continued)

If you have received a completion notice and you do not agree with the date we have chosen, you may appeal directly to the Valuation Tribunal within four weeks of receiving it.

If you have been fined for failing to provide information or giving wrong information, you can appeal directly to the Valuation Tribunal within two months of receiving the fine. The address you should use is:

East and West Sussex Valuation Tribunal  
Second Floor  
Black Lion House  
45 Whitechapel Road  
London  
E1 1DU.

### What if you turn down my appeal?

After you have made an appeal to us and you still think that your Council Tax bill is wrong, you can appeal to the Valuation Tribunal within two months of receiving our revised decision. The address you should use is:

East and West Sussex Valuation Tribunal  
Second Floor  
Black Lion House  
45 Whitechapel Road  
London  
E1 1DU.

If you do not receive a reply from us you may appeal to the Valuation Tribunal within four months of your written appeal to us.

### Can I appeal about the amount of Council Tax Benefit that I have been awarded?

If you think that your Council Tax Benefit has not been calculated correctly, you can ask us to look at the decision again. Please write to us within one month of the date of your award letter at:

Benefit Adjudication Team  
Worthing Borough Council  
Resources Directorate  
Town Hall  
Chapel Road  
Worthing  
West Sussex  
BN11 1HB.

### What happens if my benefit appeal is unsuccessful?

You will have a further right of appeal to an Appeal Tribunal that is independent of us. Further details will be sent to you at the time. The hearing is made as informal as possible so that a fair decision can be reached. If you prefer, you may choose to have your appeal dealt with by post.

### Can I be represented at the Appeal Tribunal hearing?

Yes, you can either represent yourself or ask someone to help you. Again, further details will be sent to you at the time.

### Are there any further rights of appeal about my benefit award?

If you disagree with the decision that the Appeal Tribunal reaches, you may have a further right of appeal to an Upper Tribunal. If you want to do this, we would strongly recommend that you get advice from a solicitor.