

Review

Council Tax Reduction is a reduction on your council tax you may be entitled to if you are on a low income. The Highland Council runs the Council Tax Reduction scheme in your area. Where an individual is dissatisfied with the council tax reduction decision made by The Highland Council they can, provided it is done within two months of that decision, seek a review of the decision by writing to The Highland Council requesting a review. A review of eligibility for Council Tax Reduction will consider the amount of income a person has with the amount that a person needs to live on (their applicable amount) this will vary depending on the circumstances of the individual and their dependents.

The request for review must state the reasons why the individual thinks the council tax reduction decision is incorrect. The Highland Council must consider the request and reply with their decision in writing within 2 months. In The Highland Council a request for a review of Council Tax Reduction should be sent to:

Exchequer Operations Team
PO Box 5650
Inverness
IV3 5YX

Further Review

If after receiving a review decision by The Highland Council you remain dissatisfied then you can seek an independent ruling from the Council Tax Reduction Review Panel who will conduct a further review.

A further review by the Council Tax Reduction Review Panel can only be requested after The Highland Council has carried out an internal review.

The only exception to this is if you do not receive a written response from The Highland Council within two months of writing to them requesting a review. If this occurs the individual or their representative can request in writing an independent ruling from the Council Tax Reduction Review Panel.

The Council Tax Reduction Review Panel is an independent body which is an addition to the Scottish Tribunals Service, providing an additional review service to safeguard individual's rights to administrative justice when assessing an individual's eligibility for Council Tax Reduction. They will consider the facts presented to them and give an independent ruling as to whether the decision made by The Highland Council is correct or not.

An application for further review should be made directly by the individual applicant or their representative in writing to the:

Council Tax Reduction Review Panel
4th Floor
1 Atlantic Quay
45 Robertson Street
Glasgow
G2 8JB

Further information, including application forms, are available via their website <http://counciltaxreductionreview.scotland.gov.uk> or by telephoning 0141 302 5840 or by emailing: ctrpadmin@scotcourtsribunals.gov.uk

When notified by the Council Tax Reduction Review Panel of a further review The Highland Council will forward their decision regarding the review and the supporting documentation from the Council Tax Reductions Review Panel. This includes copies of the notification of review to the applicant, responses to that notice, relevant extracts from the applicants Council Tax Reductions application, summary of response to review and any other supporting communications.

The Highland Council will also forward a copy of the documentation they are submitting to the Council Tax Reduction Review Panel to the applicant at this time, prior to the hearing.

Information regarding the Council Tax Reduction Review Panel including the extent of their powers is available via their website at <http://counciltaxreductionreview.scotland.gov.uk/>

Further information regarding Council Tax Reduction, how it works, FAQs and Reviews are also available via the Scottish Government website at: <http://www.scotland.gov.uk/Topics/Government/local-government/17999/counciltax/CTR>