

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) 703311
Fax. (01463) 703301

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):

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Name of present occupier(s):

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Valuation List reference no. (if known):

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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) ☐ 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)

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 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

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which should be effective from:

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(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:

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PART C **DETAILS OF THE PERSON MAKING THIS PROPOSAL**

The maker of this proposal is the ☐ owner ☐ occupier ☐ other (please specify)

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Name of the person making this proposal and address for correspondence

Name:

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Address:

Signed:

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Dated:

Daytime Tel No: