

COUNCIL TAX SUPPORT DISPUTE FORM

Please complete and return this form to; Benefit Section, Mendip District Council, Cannards Grave Road, Shepton Mallet, Somerset, BA4 5BT.

Please only complete this form if you do not agree with the decision we have made about your Council Tax Support.

If you would like us to look at your Housing Benefit decision, please complete the 'Housing Benefit reconsideration form'.

Reference number

Name

Address

Email address

Telephone number

Have you arranged for someone to help you with your dispute? Yes

No

Their full name

Their address

Their telephone number

Sign this box to authorise this person to act for you

Date of the decision you disagree with

Why do you disagree with the decision?

You must say why the decision is wrong. It is not enough to say 'I disagree with the decision' or 'you are not paying me enough'. Please include as much information as possible. If you have evidence to support what you are telling us, please provide this. The reasons you give should be like these examples;

- I earn £150 per week not £250 per week as shown on the award letter
- I have my adult son living with me but he has not been included on the award notice.

Please also note, you can only dispute:

- error in the calculation of your Council Tax Support award, and or
- misapplied use of the rules of our local scheme

You cannot dispute the principles of the scheme.

If we change our decision, you will have fresh dispute rights against the new decision.
If we do not change our decision and you still disagree or we do not respond within in two months you can make an appeal directly to the Valuation Tribunal for England.

The Valuation Tribunal for England (VTE)

The VTE is an independent body which adjudicates disputes between taxpayers and the council. When reaching a decision on a case, the tribunal members take into account council tax support legislation, Mendip District Council's Council Tax Support Policy and any appropriate case law.

If you decide to appeal to the VTE you must do so:

- Within two months of our letter of explanation detailing reasons for the decision, if you still disagree;
or
- If we have failed to look at your dispute within two months. You have a further two months to approach the VTE. Four months in total from the date you delivered your original dispute to us.

The VTE will only consider your appeal if you have first written to us to ask for your decision to be looked at again.

Details of how to appeal to the VTE will be set out in our letter of explanation. This can also be found on the Valuation Tribunal website **www.valuationtribunal.gov.uk** under council tax reduction.

More information about Council Tax Support can be found on Mendip District Council's website **www.mendip.gov.uk/counciltaxsupport**