



NOTICE OF APPEAL FORM C5

COUNCIL TAX APPEAL BY A PERSON RELATING TO WATER SERVICES CHARGES OR WATER CHARGES AND/OR SEWERAGE CHARGES

This form should be used if you wish to make an appeal in relation to a decision of a Local Authority that Water Services Charges, or Water Charges and/or Sewerage Charges are payable to it in respect of a dwelling; or that you are liable to pay Water Services Charges, or Water Charges and/or Sewerage Charges; or any calculation by a Local Authority of an amount of Water Services Charges, or Water Charges and/or Sewerage Charges that you are liable to pay.

The appeal must be submitted to the Local Taxation Chamber within four months of your notice to the Local Authority that you are aggrieved by their decision. If the appeal is lodged late an explanation for the delay must be provided.

If you have any special requirements for attending at a venue for a hearing, or for participating in the hearing, please complete the separate accessibility form and return it with your application.

The Local Taxation Chamber has published guidance to assist you in making your application, completing this form and with understanding the procedure that your application will follow. We recommend that you read this guidance before completing this form. Please contact us if you require this guidance in hard copy.

Once you have completed this form, you can send it and any accompanying documents to us.

By email to
LTCAdmin@scotcourtribunals.gov.uk.

Or, alternatively by post

First-tier Tribunal for Scotland Local Taxation Chamber
Scottish Courts and Tribunals Service
Bothwell House, 1st Floor
Hamilton Business Park
Caird Park
ML3 0QA

You can contact us in relation to your application or any general enquiries by email, post or telephone. Our telephone number is 01698 390 012.

Please note that the Scottish Courts and Tribunals Service cannot give you legal advice, although we can explain and help you to understand the procedure that an appeal will follow.

1. APPEAL TYPE

Please select the type of Water Services Charges decision by a Local Authority you are appealing

Decision that a dwelling is a chargeable dwelling, or that you are liable to pay Water Services Charges for the dwelling ☐

Any calculation of an amount of Water Service Charges you are liable to pay ☐

Or, Please select the type of Water Charges and/ or Sewerage Charges decision by a Local Authority you are appealing:

Decision that water charges and/or sewerage charges are payable to it in respect of a dwelling, or that you are liable to pay water charges and/or sewerage charges ☐

Any calculation made by a Local Authority of an amount of Water Charges and /or Sewerage Charges you are liable to pay ☐

2. LAND/PROPERTY THE APPEAL RELATES TO

(a) Full address and postcode:

3. APPELLANT DETAILS

(a) Title (Mr, Mrs, Miss, Ms, etc.):

(b) First name:

(c) Last name:

(d) Full address and post code:

Same as property address; ☐

or, enter your full address and post code below

(e) Email address:

Can we use this email address to send case papers/correspondence?

Yes ☐

No ☐

(f) Contact telephone number:

(g) If you have an alternative postal or email address where you would prefer documents to be sent, please provide this below: (this is different to sending documents to a representative - representative details can be entered in the next section)

4. APPELLANT REPRESENTATIVE DETAILS

(a) Company/Organisation name:

(b) Title (Mr, Mrs, Miss, Ms, etc.):

(c) First name:

(d) Last name:

(e) Contact address and post code:

4. APPELLANT REPRESENTATIVE DETAILS (continued)

(f) Email address:

Can we use this email address to send case papers/correspondence? Yes ☐ No ☐

(g) Contact telephone number:

(h) Representative's profession:

5. APPEAL DETAILS

(a) Please advise the name of the Local Authority which the property comes under:

(b) Please use the space below to provide the grounds on which your appeal is being made:

(c) Please provide the date on which your Notice indicating you are aggrieved by the decision of the Local Authority was served on the Local Authority:

(d) Please also indicate below whether you received notice of the Local Authority's response:

I received a response but I am still aggrieved ☐

I have not received a response from the Local Authority and it has been 2 months since I served the Notice on the Local Authority. ☐

6. DOCUMENTS TO BE INCLUDED WITH APPEAL

Please provide the relevant additional documents below for the type of appeal you are making, and tick the box to indicate what you have included:

A copy of the Water Services Charges, Water Charges and/or Sewerage Charges Notice or Calculation; ☐

and

A copy of your Notice to the Local Authority stating the matter by which and the grounds on which you are aggrieved. ☐

And, if a response was received, either:

A copy of the Local Authority's response that the grievance is not well founded; ☐

or

A copy of the Local Authority's response that steps have been taken to deal with the grievance ☐

Also, if you have submitted this Appeal Application more than 4 months since you served the Notice of grievance on the local authority:

a statement of the reasons on which you rely for justifying the delay ☐

If you are supplying any documents not mentioned above, please list them below:

7. SIGNATURE

Please select which of the following options applies to you:

I am the applicant and my details have been provided in section 3 of this form. ☐

I am authorised to represent the applicant and I am making this appeal on their behalf. My details have been provided at section 4 of this form. ☐

I confirm that I am submitting this form to the First-tier Tribunal for Scotland Local Taxation Chamber as a notice of appeal in accordance with Rule 35(2)(e) of the First-tier Tribunal for Scotland Local Taxation Chamber (Rules of Procedure) Regulations 2022.

Please note also that legislation requires the Chamber to make any tribunal decisions and statements of reasons publicly available. Further information on how the administration processes personal data and on your rights can be found on the SCTS website.

Signature:

Date: