

SCHEDULE 12

All applicants: matters that must be included in an authority's scheme — procedural matters

PART 2

Procedure for making an appeal

Procedure by which a person may make an appeal against certain decisions of the authority

- 8.** A person who is aggrieved by a decision of an authority which affect—
- (a) that person's entitlement to a reduction under an authority's scheme; or
 - (b) the amount of any reduction under an authority's scheme,

may serve a written notice on the authority stating the matter by which, and the grounds on which, the person is aggrieved.

- 9.** The authority must—
- (a) consider the matter to which the notice relates;
 - (b) notify the aggrieved person in writing—
 - (i) that the ground is not well founded, giving reasons for that belief; or
 - (ii) that steps have been taken to deal with the grievance, stating the steps taken.

10. Where, following notification under paragraph 9(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with paragraph 9(b) within two months of the service of the person's notice, the person may appeal to the valuation tribunal under section 16 of the 1992 Act.