

# **WEST LINDSEY DISTRICT COUNCIL**

## **Procedure to be followed by the Appeals Board in respect of appeals against the non-award of Section 13A relief for Council Tax.**

### **1 Introduction**

- The Chairman welcomes all parties to the meeting.
- The Chairman introduces the Members of the Appeals Board and Officer(s) present
- The applicant should be given the opportunity to identify themselves.
- The Chair explains that all parties have been given notice to attend the hearing and that the hearing will proceed
- Members should be reminded not to leave the room whilst the application is being heard.

### **2 The Officer should present their case**

- the Officer will give his/her reasons for not awarding the relief
- the Applicant or his/her representative may then question the Officer
- the Members of the Appeals Board may ask questions of the Officer

### **3 The Applicant should present their case**

- the Applicant(s) or his/her/their representative presents his/her/their case
- the Officer may then question the Applicant
- the Members of the Appeals Board may ask questions of the Applicant

### **4 Closing Statement or Summary**

- The Officer can summarise any points they wish to make and comment briefly on their replies to questions. They cannot introduce new issues at this stage.
- The Applicant(s) can summarise any points they wish to make and comment briefly on their replies to questions. They cannot introduce any new issues at this stage.

### **5 Conclusion**

- The Chair will then ask the Appeals Board whether there are any other matters to be raised or resolved before they retire to begin its deliberations.
- The Chair will advise the hearing that they will retire to consider the application and once a decision has been made the decision will be advised in writing within 5 working days of the decision.
- The Chair will confirm that there is no further right of appeal against this decision except by way of Judicial Review and that any outstanding council tax must be paid whilst any other appeals or reviews are outstanding.