



Upper Tribunal Lands Chamber procedure flowchart

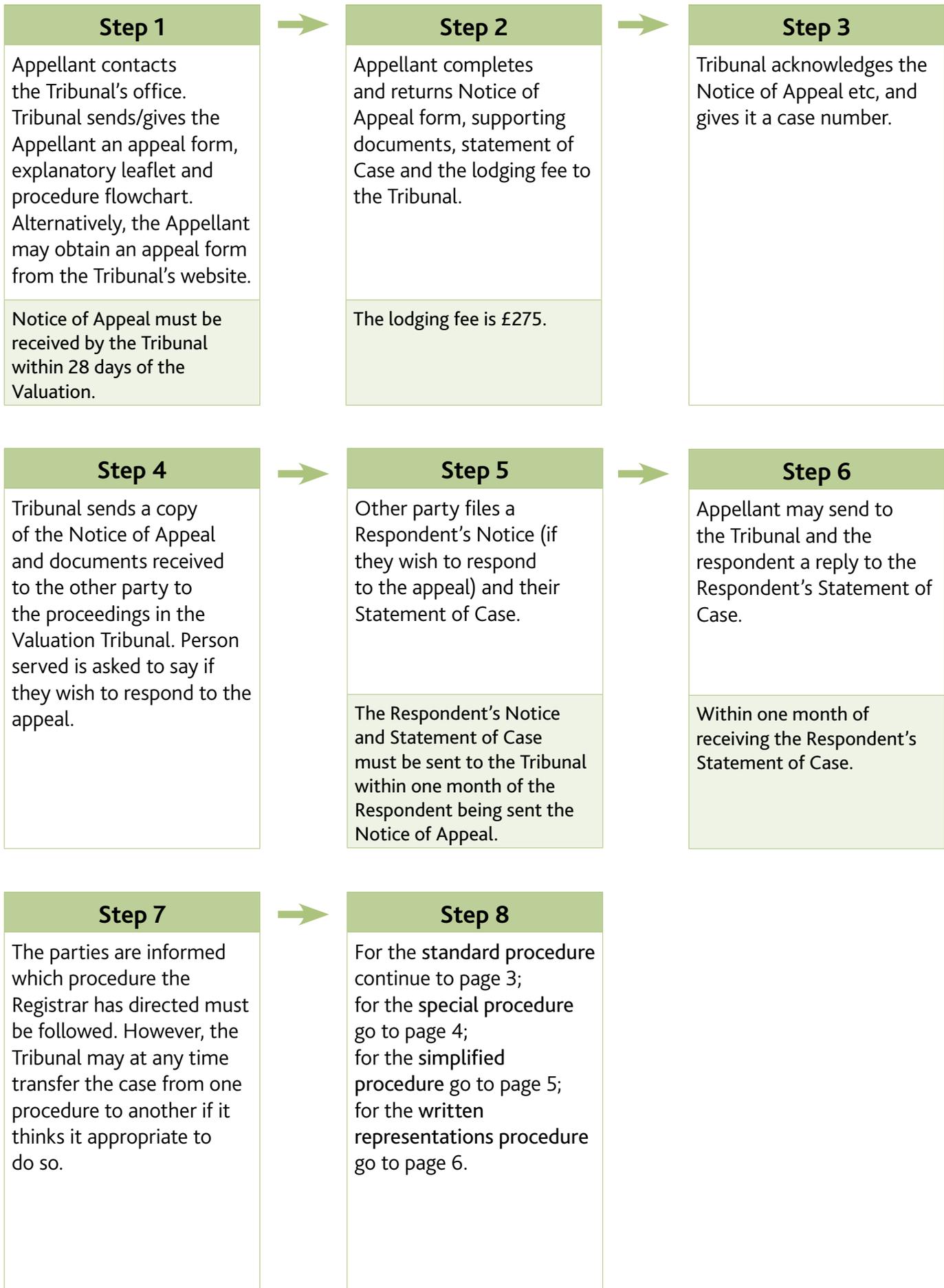
For Rating Appeals

The procedure flowchart on the following pages is designed to assist both Appellants and Respondents by giving an overview of the process that the Tribunal follows in respect of appeals from decisions of Valuation Tribunals. It is not a substitute for consulting the legislation relating to your case, the Rules, Practice Directions and Practice Statement, or from taking professional advice from a solicitor or a surveyor who has experience in rating matters. Depending upon the exact nature of the case the Tribunal may either direct that additional steps be taken or that certain steps be omitted.

For your guidance

- The Tribunal's Rules, Practice Directions, Practice Statement, forms, information about the fees it charges and its recent decisions are available on the Tribunal's website, www.gov.uk/appeal-upper-tribunal-lands
- The Tribunal's staff can answer questions about the Tribunal's processes but they cannot give you legal advice nor can they advise you on what is best for your case. If you are in doubt you should seek independent legal advice or the advice of a surveyor who has experience in rating matters.
- Once commenced, proceedings must be disposed of with all reasonable speed. The Tribunal will hear the case as soon as it can, but the parties must also do what is required of them within the timescales set. The Tribunal will allow a short stay of proceedings where the parties agree to seek Alternative Dispute Resolution, such as mediation, but it will not delay the progress of a case simply to allow negotiations to continue.
- If you cannot comply with a step or direction within the timescale set, you may apply to the Tribunal for an extension of time. Extensions will be granted only where the applicant shows good reason. All applications during the course of the case, including applications for extensions of time, must be accompanied by the Tribunal's fee of £110 made payable to 'HM Courts and Tribunals Service'. They must also set out fully the reasons for the application and you must confirm that a copy of it has been sent to the other party.
- Unless otherwise directed (either by the rules or by a specific direction) a party sending a document to the Tribunal should send one copy only.

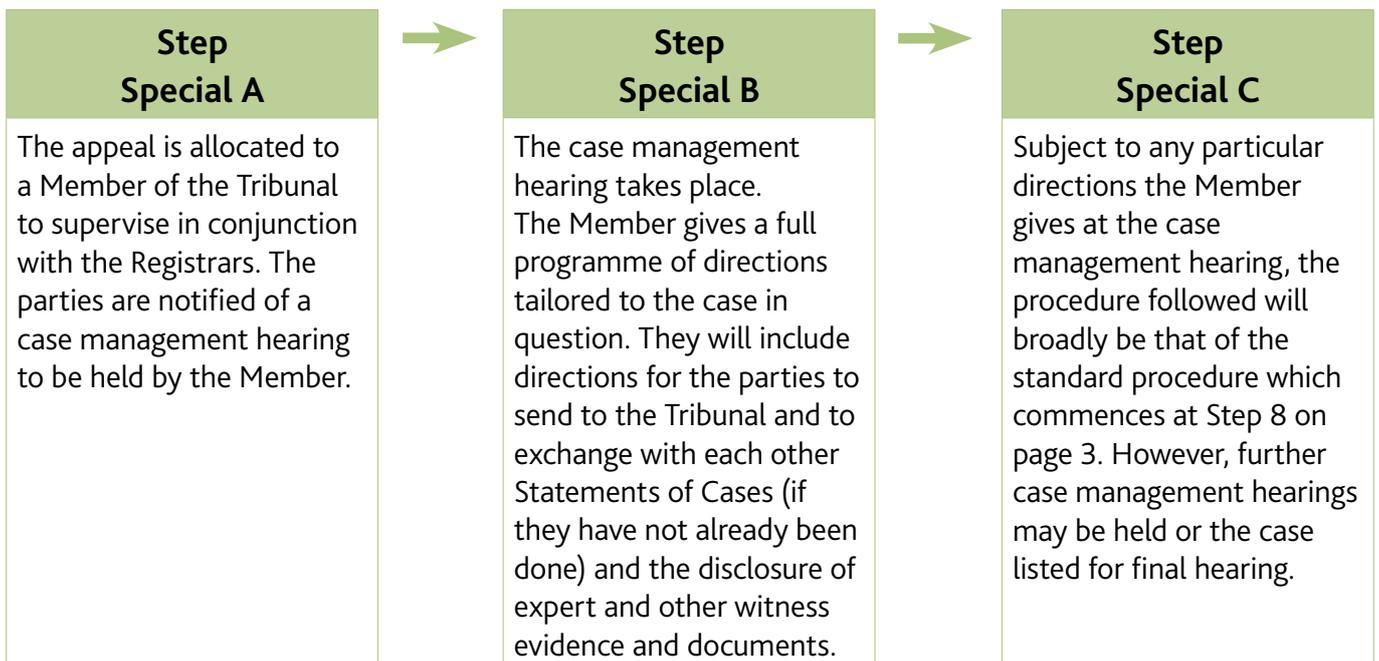
Getting the case started



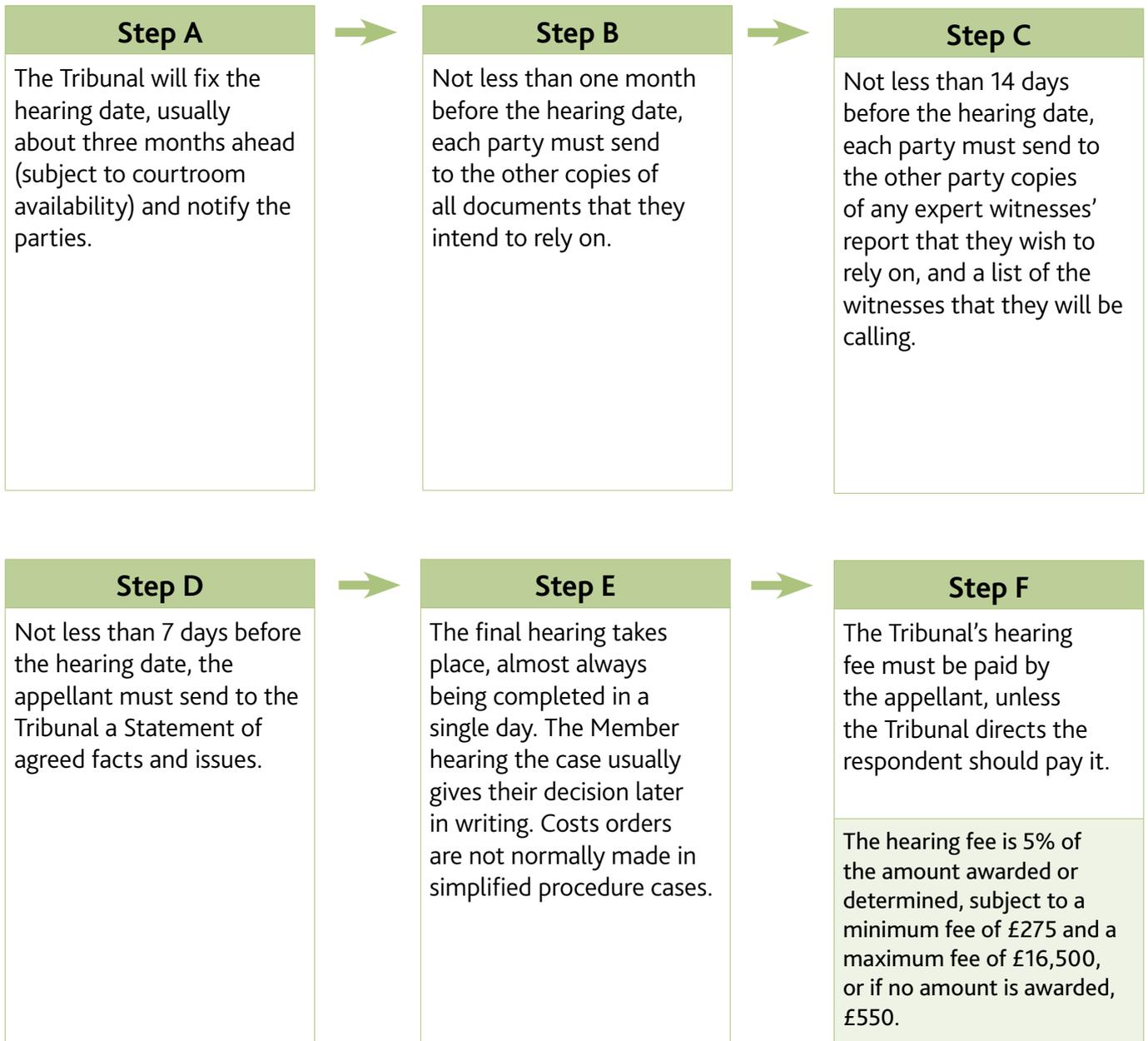
Standard procedure



Special procedure



Simplified procedure



Written Representations procedure

