



Due to Government guidance and in an effort to minimise the spread of Covid-19 / Coronavirus, our office is currently operating with a limited capacity. Accordingly, please note the following:

### **Council Tax**

If you have a new domestic property which requires to be added to the Council Tax List, this can only be carried out once we are in a position to do so. Therefore please make financial provision for the receipt of a backdated bill from your appropriate authority.

If you have recently purchased a domestic property and it has been altered in size by the previous owner, this may result in a change to the band placed on the property. Again please make financial provision for the receipt of a backdated bill reflecting an increase in band.

### **Non Domestic and Council Tax Appeals**

If you have a case cited for a Valuation Appeal Committee you may wish to still contact our office in an attempt to resolve the appeal. Where a resolution is not possible then a continuation request to the Committee will not be opposed.

### **Electoral Registration**

If you wish to make an application to be registered in the Register of Electors you can do so on line at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) . Please note that there is likely to be a delay in processing such applications.

For all other enquiries, we will endeavour to deal with at the earliest opportunity, however please note that this may be some time away given the unprecedented situation that we all find ourselves in.

Above all else, please take care.

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