



## Postponement Policy Statement

**This statement sets out the way we will deal with each request for a delay in the hearing of an appeal.**

We aim to provide a high quality service that is efficient, effective and courteous. We are committed to providing good case management of all appeals to avoid delay and unnecessary public expense.

However, it is recognised that, exceptionally, there will be circumstances in which a postponement of a hearing is necessary. Any application for a postponement will be treated on its merits by the tribunal administration. Before applying, however, you should attempt to agree jointly with the valuation officer or listing officer that a postponement is required.

An application for a postponement should be made in writing (letter, email or fax) to the clerk of the tribunal and **at least three working days** before the hearing date. The background to and the reasons for the request should be included.

The clerk will consider all the circumstances including

- the reasons for the request,
- the other party's attitude to the request and their reasons for it,
- the length of notice that was given for the hearing (including, in the case of programmed non-domestic rating appeals, the lead-in time for the sub-programme),
- whether there has been insufficient forward planning,
- the time remaining before the tribunal hearing,
- whether the appeal has been listed for hearing before.

We will let you know whether or not the request has been granted. If the clerk declines a postponement request, you will be advised to attend the tribunal hearing to seek an adjournment.

Adjournments are judicial decisions made by the tribunal members and, as such, policies and other restrictions are inappropriate.