Appendix 7.

Policy for Appealing against the Levy Assessment or for seeking to de-register an ineligible company incorrectly registered for Levy.

1. CHANGE OF CIRCUMSTANCES

A change in circumstances can impact an Employer's registration with CITB and liability to Levy assessment. In such circumstances Employers shall contact SSCL (the first point of contact for Levy debt queries) to determine any impact.

1.1 Change of Main Activity (CMA)

1.1.1 SSCL shall act as the first point of contact and respond to all notifications of changes to an Employer's main activity using guidance provided by CITB.

1.1.2 SSCL shall determine whether the CMA impacts the Employers Levy debt using guidance provided by CITB.

1.1.3 Where guidance is unavailable or unclear, the CMA shall be escalated to the CITB Levy Appeals Team through Levy CRM. General advice and guidance can be sought from the Levy Appeals Team by email at levyappeals-legal@citb.co.uk or through MS Teams

1.1.4 Where the CMA does not impact Levy debt, SSCL shall continue to recover the debt.

1.1.5 Where the CMA does impact Levy debt, SSCL has authorisation in accordance with clause 7 of this policy to withdraw Levy Assessment(s)