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If it is identified that a property should move into a higher Council Tax Band, within what timeframe (according to the Council's Standard Operating Procedure (SOP)) should the Council be notifying the homeowner of this change?

The Council receives a weekly report from the Lothian Valuation Joint Board (LVJB) which contains details of property insertions, deletions and banding changes.

This is received every Friday and it is processed by automation software the following Monday. The team deal with any exceptions to this process on Tuesday and Wednesday each week.

The Council carries out Council Tax billing twice a week on Wednesdays and Fridays, so any valuation changes which affect customer's bills (banding changes or otherwise) are typically generated on the Wednesday night.