
DRAFT STATUTORY INSTRUMENTS

2015 No.

**The Industrial Training Levy (Engineering
Construction Industry Training Board) Order 2015**

Assessment notices

- 10.**—(1) The Board must serve an assessment notice on every employer assessed to the levy.
- (2) An assessment notice may comprise two or more assessments.
- (3) An assessment notice must state—
- (a) the total amount of levy payable by the employer under the assessment notice;
 - (b) where the assessment notice comprises two or more assessments, the total amount of levy payable by the employer in respect of each assessment;
 - (c) whether each assessment is based on—
 - (i) information submitted by the employer to the Board; or
 - (ii) a reasonable estimate by the Board of the employer’s liability to levy;
 - (d) the methods of payment of the levy which the Board will accept; and
 - (e) the Board’s address for service of a notice of appeal⁽¹⁾ and an application for an extension of time for appealing.
- (4) The Board may—
- (a) withdraw any assessment contained in an assessment notice in accordance with article 11;
or
 - (b) amend any assessment contained in an assessment notice in accordance with article 12.

(1) Regulation 16 of and Schedule 3 to the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2004 (S.I. 2004/1861) set out the rules of procedure that apply in relation to appeals against an assessment to levy. Rule 3 of Schedule 3 makes provision about notices of appeal. Relevant amendments were made by Schedule 4 to the Constitutional Reform Act 2005 (c. 4), S.I. 2004/2351, S.I. 2005/1865 and S.I. 2006/680.