

# FILING INSTRUCTIONS

## RELEASE 51

Below are the filing instructions for Release 51 of *Encyclopedia of Rating and Local Taxation*. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 49 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit the subscriber information page at [www.sweetandmaxwell.co.uk](http://www.sweetandmaxwell.co.uk)

## VOLUME 1

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Preliminary pages</b>		
	Filing Instructions F.1–F.4 Checklist C.1–C.8	Filing Instructions F.1–F.4 Checklist C.1–C.8
<b>Service Information</b>		
	Service Information 1–6 Missing Pages Request Form	Service Information 1–6 Missing Pages Request Form
<b>Tables</b>		
	Table of Cases 1–30 Table of Statutes 1–10 Table of SIs 1–20	Table of Cases 1–34 Table of Statutes 1–14 Table of SIs 1–30
<b>Pt. I Introduction</b>		
	1043–1044	1043–1044
<b>Pt. IIA: Local Government Finance Act 1988</b>		
	2031–2034/2 2039–2042/2 2043–2044 2161–2162/2	2031–2034/2 2039–2042/2 2043–2044/2 2161–2162/2

<i>Remove old pages</i>	<i>Insert new pages</i>
2170/3–2170/6	2170/3–2170/6
2173–2174/2	2173–2174/2
2225–2228/2	2225–2228/2
2235–2282	2235–2282/28
2287–2290/2	2287–2290/2

**Pt. III: Other Acts**

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3015–3018	3015–3018/2
3075–3088	3075–3088/2

**Pt. IV Rules and Orders**

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4005–4006	4005–4006
4047–4052	4047–4052/6
4059–4064/2	4059–4064/2
4078/11–4078/18	4078/11–4078/18
4078/22/1–4078/22/4	4078/22/1–4078/22/8
4086/1–4086/2	4086/1–4086/2
4087–4088	4087–4088
4094/7–4094/12	4094/7–4094/18
4161–4162	4161–4162/2
4169–4170/2	4169–4170/2
4189–4198	4189–4192
4211–4212	4211–4212/2
4233–4236/2	4233–4236/2
4271–4272	4271–4272/2
4277–4280/4	4277–4280/4
4293–4294	4293–4294
4301–4304	4301–4304
4601–4606/4	4601–4606/4
4625–4628/2	4625–4628/2
4683–4686	4683–4686
4815–4820	4815–4820
4907–4908	4907–4922

**Index**

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*insert supp index ahead of main index. Do not remove main index.	---	Supplementary Index 1 – Supplementary Index 4*
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**You have now finished filing Volume 1**

**VOLUME 2**

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Pt. VI Court Rules</b>		
	6003–6004	6003–6004
	6081–6082	6081–6082
	6201–6204	6201–6204/2
<b>Pt. VII Selected Cases</b>		
	7005–7006	7005–7006
	7090/39–7090/40	7090/39–7090/40
<b>Lands Tribunal Cases</b>		
	7137–7138	7137–7138
	7743–7744	7743–7754
<b>Referencer Keywords</b>		
	239–240	239–240
<b>Index</b>		
*insert supp index ahead of main index. Do not remove main index.	---	Supplementary Index 1 – Supplementary Index 4*

**You have now finished filing Volume 2**

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