



Challenge your valuation

Use this form to prepare your challenge to the rating list entry (including the valuation), after you have completed a check of the details held by the VOA on your property.

You can only submit a challenge:

- within 4 months of the check decision
- if the VOA has not issued a decision after 12 months of your check submission
- within 16 months of a check submission which details external factors affecting your property or within 4 months of a check decision being issued, whichever is the later (the challenge must relate to the same external factors)



Submitting a check or challenge can cause the rateable value to go up as well as down. If it is found at a later stage that you have provided incorrect information, this could lead to changes to your valuation which may be backdated (including increases).



Sharing your Challenge information with others

The Local Government Finance Act 1988 , Non-Domestic Rating (Alteration of Lists and Appeals) (England) Regulations 2009 and The Non-Domestic Rating (Alteration of Lists and Appeals) (England) (Amendment) Regulations 2017 specify the circumstances where Valuation Officers are required to disclose the information you provide in connection with a challenge.

You can find more information on the GOV.UK website under “how to check and challenge your rateable value”. The detailed information is contained within the section titled ‘Sharing information about your Challenge with others’.



Large format print and braille copies of this form are available on request.

FOR INTERNAL USE ONLY

CDB case number

Section A: Provide your details

Full name	<input type="text"/>
Email address	<input type="text"/>
Telephone number	<input type="text"/>
Mobile number	<input type="text"/>
Relationship to the property (tick all that apply)	<input type="checkbox"/> Owner <input type="checkbox"/> Occupier <input type="checkbox"/> Agent for owner <input type="checkbox"/> Agent for occupier
Correspondence address	<input type="text"/>
Correspondence postcode	<input type="text"/>
If you are an agent please provide:	
Full name of the owner or occupier you represent	<input type="text"/>
Your agent number	<input type="text"/>

Section B: Provide the business and property details

Business name	<input type="text"/>
Business address	<input type="text"/>
Business postcode	<input type="text"/>
Smaller proposer?	<input type="radio"/> Yes <input type="radio"/> No
Property address	<input type="text"/>
Property postcode	<input type="text"/>
Local council reference number	<input type="text"/>
Check case number	<input type="text"/>
	<input type="text"/>

Section C: Why do you want to challenge your valuation?

- ☐ The rateable value shown in the rating list on 1 April 2017 was wrong
If this applies to you, complete sections D, E, F, K, L and M.
- ☐ A change made by the valuation office on or after 1 April 2017 is wrong
If this applies to you, complete sections D, E, F, K, L and M.
- ☐ The effective date of a change made by the valuation office on or after 1 April 2017 is wrong
If this applies to you, complete sections D, F, K, L and M.
- ☐ There has been a change to the property or the surrounding area which has made the rateable value incorrect
If this applies to you, complete sections D, E, F, H, K, L and M.
- ☐ The property has been demolished or no longer exists
If this applies to you, complete sections F, K, L and M.
- ☐ The property is now domestic or exempt
If this applies to you, complete sections F, K, L and M.
- ☐ The rating list entry should be removed for a reason other than demolition, no longer existing, being domestic or exempt
If this applies to you, complete sections F, K, L and M.
- ☐ The property should be shown as more than one assessment (split)
If this applies to you, complete sections D, E, F, K, L and M.
- ☐ Several properties should be shown as one (merged) or more different assessments
If this applies to you, complete sections D, E, F, I, K, L and M.
- ☐ The property should be added to the rating list
If this applies to you, complete sections D, E, F, K, L and M.
- ☐ The entry is wrong by reason of a decision of a tribunal or court
If this applies to you, complete sections D, E, F, G, K, L and M.
- ☐ The property should be changed to show that part of the property is domestic or exempt
If this applies to you, complete sections D, E, F, K, L and M.
- ☐ The rating list should be changed to include part of a property currently shown as domestic or exempt
If this applies to you, complete sections D, E, F, K, L and M.
- ☐ The address shown for the property is wrong
If this applies to you, complete sections F, K, L and M.
- ☐ The use of the property as described in the list is wrong
If this applies to you, complete sections F, K, L and M.
- ☐ Something that is legally required to be in the listed details for the property is missing
If this applies to you, complete sections F, K, L and M.
- ☐ An amendment to the Plant and Machinery regulations means the rateable value of the property is wrong
If this applies to you, complete sections E, F, K, L and M.

Section D: Provide the rent details

Is the property occupied under a lease, easement or license?

☐ Yes ☐ No

What is the current annual rent?

When did/will the occupier first start paying this rent?

Has the occupier been given any rent-free periods?

☐ Yes ☐ No

If yes, please provide details:

Section E: Propose a rateable value

What is your proposed rateable value for this property? (£)

Section F: Propose an effective date

Proposed effective date
(on or after 1 April 2017)

Day

Month

Year

Section G: Inform the VOA of a relevant legal decision

Date of the decision relating to the other property

Name of the tribunal or court which made the decision

Address of other property

Postcode of other property

Reasons why the tribunal's or court's decision is relevant to your property:

Reasons why, because of the decision, your valuation is inaccurate:

Section H: Inform the VOA of a change to the property or surrounding area

What type of change has made the rateable value incorrect?

- ☐ A change to the property
- ☐ A change to the surrounding area

Start date	<input type="text"/>	Expected end date (if known)	<input type="text"/>
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Section I: Provide details of the properties to be shown as one (merged) or more different assessments

Local authority reference number	Local authority name	Check case reference number	Address

Section J: Provide the Group Pre-Challenge Review (GPCR) Reference Number

GPCR Reference number

Section K: Provide supporting evidence

Please list below the evidence that you are attaching.

	File/Document Name	Description of content
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>
16	<input type="text"/>	<input type="text"/>
17	<input type="text"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>
20	<input type="text"/>	<input type="text"/>

Section L: Provide a statement to explain why the rating list entry should be altered

Section M: Declaration

I declare that the information I have given in this form and any supporting evidence is correct and complete.

Signature

Date

Name