



What do you need to do?

Complete this form digitally and send to
nvuinbox@voa.gov.uk

You can also reply by post to:
Valuation Office Agency
Wycliffe House
Green Lane
Durham
DH1 3UW

Use this to:

- Request your detailed valuation and a 'check your property facts' form
- Instruct or amend an agent for the check and challenge service



You can find more information on the check and challenge service by searching for "[Central List](#)" on the [GOV.UK website](#).

The Central Rating List contains properties like:

- electricity, gas, and water supply networks
- cross country pipelines
- railways
- telecommunications networks

Don't use this form if you pay your business rates to a local council. This means your property is not a Central List property. Use this form if you pay your business rates directly to the Department for Levelling Up, Housing and Communities in England or to the Welsh Government.

Section A: Why do you want to register to use this service?

Please tick all that apply and complete relevant sections.

- I want to appoint an agent to act on behalf of my business
If this applies to you, fill in sections B, C, E and sign the declaration in Section H.
- I want to remove an agent to act on behalf of my business
If this applies to you, fill in sections B, C, F and sign the declaration in Section H.
- I want to request to view a detailed valuation (you will need this in order to confirm or amend any information held by the VOA about the property)
If this applies to you, fill in sections B, C, G and sign the declaration in Section H.

Section B: Enter your details

Full name

Date of birth

National insurance number

Email address

Home address

Contact telephone number

Postcode

Section C: Enter your business and property details

Full name

Registered address

Company number

Postcode

Section D: Add a property to your business's customer record

What is your relationship to the property?

Owner Occupier Owner and Occupier

Do you still own or occupy the property?

Yes No

If you would like to link the property, then you will need to provide evidence of your link with this form. Evidence should be a copy of the rates bill.

When did you become the owner or occupier of the property?

Day	Month	Year
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If no, when was your last day as the owner or occupier of the property?

Day	Month	Year
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Section E: Appoint an agent to act on behalf of your business

Agent Code

Agent Address

Agent name

Postcode

Agent email address

Agent telephone number

Set permissions for this agent to represent you for:

Check

Challenge

Section F: Remove an agent from acting on behalf of your business

Agent code (this should be an agent you have previously appointed)

Remove permissions for this agent to represent you for:

Check

Challenge

Section G: Request to view detailed valuation

Detailed valuations can contain sensitive information; we need to make sure that that we only give this information to those that are allowed to have it. You will need to add a property to your business's customer record to receive a detailed valuation.

Do you want to request a detailed valuation for this property?

Yes No

Sending information by email is our preferred method as it means we can get it to you quicker. Although we take care to protect the security of your property data, we cannot guarantee that your detailed valuation will be secure if sent by email. If you'd prefer us to send this by post, we'll send it to the address that you provided in Section B.

How would you like to receive your detailed valuation?

By post By email

If you have appointed an agent, your agent will receive the detailed valuation on your behalf.

Section H: Declaration

I declare that the information I have provided in this form, and any supporting documentation enclosed, is correct, complete and up to date.

If you are found to have inaccurately claimed a link to this property you may be liable for prosecution.

Typed signature

Date

Full name