



Valuation Office Agency Non-Domestic Rating Proposal to alter the 2010 Rating List

For office use only:
 RSA Case No:
 Case Type:
 Date Received:
 Team No:

This form should be returned to:

This form may be used to make an appeal to alter an entry in a rating list. Please read the Guidance Notes which give full advice on completing all questions on this form (some questions on this form also display a corresponding Guidance note number: 'GN' number, shown in brackets next to the question). Please complete this form in black ink. All sections should be answered fully, as failure to do so may invalidate this proposal. Please try to answer in as much detail as possible; if there is insufficient space in any of the boxes please continue on a separate sheet and securely attach it to this form.

PART A - Details of the property / rating assessment:

Please enter information relating to the existing rating list entry for the property to which this proposal relates (unless it is not currently shown in a rating list). If more than one property or rating list entry is involved, the additional details should be shown on a separate sheet of paper and attached securely to this form.

1 Address of property to which this proposal relates:

Post code

2 Description of the property to which this proposal relates:

3 Name of current occupier:

4 Address of current occupier (if different to that shown in 1):

Post code

5 Rateable value (GN 5):

£

6 Effective date (GN 6):

Day | Month | Year

7 If the property is owner occupied please tick:
 If the property is **NOT** owner occupied please state the name of the owner:

8 Owner's address (if different from that shown in 1 and 4):

Post code

9 If this property is not owner occupied are rent or licence fees paid (GN 9)? Yes No

If "Yes" please state the current annual rent (GN 9):
 £

Date this rent first became payable:
 Day | Month | Year

Date this rent next due for review:
 Day | Month | Year

10 Name of billing authority:

11 Reference number (GN 11):

12 NLPG UPRN number (GN 12):

PART B - Details of the proposed list alteration:

Please complete questions 13 A-F or 14 as appropriate (GN 13 and 14).

13 I propose that the rating list entry shown for the above property (and those on any attached sheet) should be altered as follows (Note – please tick the relevant box and supply additional information as necessary):

- A** The rateable value altered to £ with effect from Day | Month | Year
- or **B** The existing entry to be deleted with effect from Day | Month | Year
- or **C** The existing entry divided into (insert number), with effect from Day | Month | Year
- or **D** The existing entries merged into entry(ies) (insert numbers), with effect from Day | Month | Year
- or **E** The effective date changed to Day | Month | Year (GN 13)
- or **F** Other changes (please specify) with effect from Day | Month | Year

OR **14** I propose that the property identified in Part A should be shown as a new entry in the rating list at a rateable value of: £ with effect from Day | Month | Year

PART C - Grounds for the proposed list alteration:

15 If more than one of the following statements apply, please tick to select the statements you consider most appropriate.

Detailed reasons for believing grounds A or D-K are applicable should be given at question 16 below.

I have reason to believe the rating list is inaccurate and that the alteration proposed in **PART B** of the form should be made because:

- | | | | | | | |
|----------------------------------|--|----------------------------------|------------------|------|--------------|----|
| <input type="checkbox"/> | A The rateable value(s) in the rating list on 1 April 2010 was/were inaccurate. | GN 15: | Office use only: | | | |
| | | (a) | 01 | | | |
| or <input type="checkbox"/> | B The rateable value shown in the list by reason of an alteration made by the valuation officer on <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table> is inaccurate. | Day | Month | Year | (d) | 02 |
| Day | Month | Year | | | | |
| or <input type="checkbox"/> | C The effective date of the alteration made by the valuation officer on <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table> is inaccurate. | Day | Month | Year | (f) | 03 |
| Day | Month | Year | | | | |
| or <input type="checkbox"/> | D Circumstances affecting the rateable value of the property changed on <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table> | Day | Month | Year | (b, c, i, j) | 04 |
| Day | Month | Year | | | | |
| or <input type="checkbox"/> | E The property has been demolished or no longer exists. | (h) | 05 | | | |
| or <input type="checkbox"/> | F The property is now domestic or exempt from rating and is no longer rateable. | (h) | 06 | | | |
| or <input type="checkbox"/> | G The entry shown on the list should be deleted for reasons other than those at E and F above. | (h) | 07 | | | |
| or <input type="checkbox"/> | H The property should be shown as more than one assessment. | (l) | 08 | | | |
| or <input type="checkbox"/> | I The properties should be shown as one or more different assessments. | (k) | 09 | | | |
| or <input type="checkbox"/> | J I consider the property to be rateable. | (g) | 10 | | | |
| or <input type="checkbox"/> | K The entry is wrong by reason of a decision of the <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td colspan="3">Insert name of Tribunal or Court</td></tr></table> *valuation tribunal/ | Insert name of Tribunal or Court | | | (e) | 11 |
| Insert name of Tribunal or Court | | | | | | |
| | *Lands Tribunal/*High Court/*Court of Appeal/*Supreme Court (*please indicate which), on <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table> | Day | Month | Year | | |
| Day | Month | Year | | | | |
| | in respect of the following property (please give address with full post code): | | | | | |
| | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | |
| | This decision is relevant to the rating list entry for the property to which this proposal relates because: | | | | | |
| | <table border="1" style="width: 100%; height: 40px;"></table> | | | | | |
| | My reasons for believing the rating list entry to be wrong in the light of the decision are: | | | | | |
| | <table border="1" style="width: 100%; height: 40px;"></table> | | | | | |
| or <input type="checkbox"/> | L A statement required to be made in the list about the property is wrong or has been omitted. | (i, j, m, n, o) | 12 | | | |

16 My detailed reasons for believing that the rating list is inaccurate are:

PART D - Details of the person completing this proposal:

17 Capacity in which this proposal is made:

- | | |
|--|--|
| <input type="checkbox"/> Occupier | <input type="checkbox"/> Agent for Occupier |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Agent for Owner |
| <input type="checkbox"/> Owner/Occupier | <input type="checkbox"/> Agent for Owner/Occupier |
| <input type="checkbox"/> Billing authority | <input type="checkbox"/> Agent for billing authority |

Other capacity (please state):

18 Name in **CAPITAL LETTERS**:

19 Signed:

Date:

Day	Month	Year
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20 Address for correspondence:

Post code

21 Daytime telephone number:

22 Fax number:

23 If you wish to receive communications by email please give your full email address below:

24 Your reference (if applicable):

A proposal to alter the rating list is a public document and may be inspected upon request. Crown© 2010