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|  | **Authority to Act**  **Authorising an agent or representative to act on your behalf** |
| **Please place an ‘X’ in the relevant box and enter a Date of Authority to Act:**   |  |  | | --- | --- | | **Council Tax** |  | | **Non-Domestic Rates Enquiries England and Wales** |  | | **Non-Domestic Rates Wales Appeals** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Date of Authority to Act:** | **DD** | **MM** | **YYYY** |   *Note: England specifically uses Check, Challenge and Appeal (CCA) for Non-Domestic Rates. Following our approval of your link to the property you can add your agent into the CCA system (start here:* [*https://www.gov.uk/correct-your-business-rates*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcorrect-your-business-rates&data=04%7C01%7Ckerry.tolley1%40voa.gov.uk%7Cb51ba81cf7954cacd77808d9b333cbcf%7Cac52f73cfd1a4a9a8e7a4a248f3139e1%7C0%7C0%7C637737857299539385%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=F6FHN%2ByBYXNE3r18vk2wv1a2y%2B%2BfUc8LZSfYTJRI%2Fas%3D&reserved=0)*)*  *You only need to complete this form if your request does not fall within the CCA service. For example, requests for information, including plans where you have not been appointed by a client within CCA.* | |

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| **PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THIS FORM**  **What this authority means to you**  This authority permits your agent/representative to deal with matters relating to the subject property/properties on your behalf with the Valuation Office Agency (VOA).  It allows us to exchange, investigate and disclose information about the property/properties covered by this authority to act and any previous contact between you and the VOA in respect of that property with your agent/representative.  There is some correspondence that the Agency is required to send to the property, and we would recommend that you copy any such notices to your agent. We may/will continue to send correspondence to you rather than to your agent, but we can deal with your agent in writing or by phone on specific matters. |
| **What information is to be exchanged?**  VOA will only disclose information for the purposes of its functions or where there is a legislative gateway. |
| **How the VOA uses the information**  HMRC is the Data Controller for the VOA under Data Protection Act 2018. How we collect, use, handle and hold your personal data can be found in our [Privacy Notice](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fdata-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you%2Fdata-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you&data=04%7C01%7Ckerry.tolley1%40voa.gov.uk%7C76d205878fd0475ad01008d9a52067f2%7Cac52f73cfd1a4a9a8e7a4a248f3139e1%7C0%7C0%7C637722382365320800%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PT14dHqrifnp4C5L8sIqrVVVagsOD4f%2BJE5IIGjnZs0%3D&reserved=0), [CCA Privacy Notice](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fcheck-and-challenge-your-business-rates-valuation-privacy-notice&data=04%7C01%7Ckerry.tolley1%40voa.gov.uk%7C76d205878fd0475ad01008d9a52067f2%7Cac52f73cfd1a4a9a8e7a4a248f3139e1%7C0%7C0%7C637722382365330759%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dZ%2FFNl%2FZoQ7fBte7%2BBf1qqJun2t9hcUHsSt78%2F8aYG8%3D&reserved=0) and [Personal Information Charter](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fvaluation-office-agency%2Fabout%2Fpersonal-information-charter&data=04%7C01%7Ckerry.tolley1%40voa.gov.uk%7C76d205878fd0475ad01008d9a52067f2%7Cac52f73cfd1a4a9a8e7a4a248f3139e1%7C0%7C0%7C637722382365330759%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Hv7WHYj6kg4eAMdRQeSHoiGyZr5ReNy9%2B2PZgiu5FGE%3D&reserved=0).  To request personal information held about you under the Right of Access provision of the UK General Data Protection Regulations (UK GDPR) 2018. Please contact VOA Subject Access Request Team [subjectaccessrequests@voa.gov.uk](mailto:subjectaccessrequests@voa.gov.uk).  VOA is an executive agency of HMRC and is subject to the Commissioners for Revenue and Customs Act 2005 (CRCA) which covers the confidentiality of information held by the VOA, when it is lawful to disclose that information, and the legal sanctions for wrongful disclosure.  Due to [Section 18 CRCA](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2Fukpga%2F2005%2F11%2Fsection%2F18&data=04%7C01%7Ckerry.tolley1%40voa.gov.uk%7C76d205878fd0475ad01008d9a52067f2%7Cac52f73cfd1a4a9a8e7a4a248f3139e1%7C0%7C0%7C637722382365340714%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HAjV7FDdGBObABTUagQsBN9vJ1%2BLrU17zwm8iK8XRf0%3D&reserved=0) the VOA is not permitted to disclose information, except in certain limited circumstances, including for the purposes of its functions or where there is a legislative gateway. |

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| **Granting authority**  By submitting this form, you are giving permission for the Valuation Office Agency (VOA) to exchange and disclose information about you with your agent/representative and to deal with them only in relation to the indicated matters, ticked as applicable above.  This form overrides any earlier authority given to VOA. We hold this authority until either:   1. you tell us otherwise, or 2. you instruct us that the details have changed, or you send us an updated form   Please note, if:   1. the agent/representative represents a previous occupier, or 2. the proposal or enquiry is made by an owner who is not the occupier / council taxpayer of the property on which the proposal or enquiry is made,   then an additional Authority to Act, signed by the current occupier of the property, must be  completed if they intend to be represented in this matter. |

1. Give your personal details or company registered office here

|  |  |  |
| --- | --- | --- |
| Customer’s full name | | |
| Customer’s full address | | |
| Full postcode | Telephone number | Email |

1. Give your Agent/Representative details here

|  |  |  |
| --- | --- | --- |
| Agent/Representative Name | | |
| Agent/Representative Address | | |
| Full postcode | Telephone number | Email |

1. Give the SUBJECT property address if different from 1. above. For Non-Domestic rates purposes please use the address details as found on our website [www.gov.uk/correct-your-business-rates](http://www.gov.uk/correct-your-business-rates)

and for Council Tax purposes use <https://www.gov.uk/council-tax-bands> . If you wish to add more than one property, please continue a separate sheet, and provide the full address including full post codes.

|  |  |
| --- | --- |
| SUBJECT Property Address | |
| Post Code |  |

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| --- | --- | --- |
| Owner | Occupier | Owner/Occupier |

1. Please indicate your link to the property by placing an ‘X’ in one of the boxes below

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| In respect of the property/properties detailed in this form which I/we own or have a legal interest in, confirm I/we have authority to make this authorisation.  I/we agree that the nominated agent/representative has agreed to act of my/our behalf and that the information provided to the agent/representative is correct and complete | |
| Signature(s) | Date |
| **Please note: For Council Tax purposes only, your agent/representative must submit a proposal or enquiry to the VOA within 6 months of the date of this authorisation.** | |

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| **Where to send this form**  When you have completed the form please send it, along with any other correspondence, to: |

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| **Council Tax:**  **Non-Domestic Rates Enquiries England and Wales:**  **Non-Domestic Rates Appeals Wales only:** | [ctinbox@voa.gov.uk](mailto:ctinbox@voa.gov.uk)  [ndrinbox@voa.gov.uk](mailto:ndrinbox@voa.gov.uk)  [Wales2017appeals@voa.gov.uk](mailto:wales2017appeals@voa.gov.uk) |