



## Check and challenge your Central Rating List business rates valuation

### Register to use this service

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

#### What do you need to do?

Reply to us by email to: [nvumailbox@voa.gov.uk](mailto:nvumailbox@voa.gov.uk)

You can also reply by post to:

Valuation Office Agency  
Wycliffe House  
Green Lane  
Durham  
DH1 3UW

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

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

Please tick all that apply and complete the 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.

#### FOR INTERNAL USE ONLY

Central List Assessment  
Number

## Section B: Enter your details

Full name

Email address

Telephone number

Mobile number

Date of birth

Day

Month

Year

National insurance number

Home address

Home postcode

## Section C: Enter your business and property details

Designated Person

Registered address

Company Number

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

What is your relationship to the property?

Owner  Occupier  Owner and Occupier

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

Day

Month

Year

Do you still own or occupy the property?

Yes  No

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

Day

Month

Year

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.

## Section E: Appoint an agent to act on behalf of your business

Your agent will provide you with a code, and you are asked to confirm what you want the agent to do on behalf of your business.

Agent code

Agent name

Agent address

Agent 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 send 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.

Signature

Date

Name