

# Group Pre-Challenge Review (GPCR) Request

Use this form to request a GPCR of a group of properties that you will represent as a Single Point of Contact (SPOC).

GPCR is an option offered by the Valuation Office Agency (VOA) to challenge the basis of the valuation in respect of local, regional or national schemes of valuation. A GPCR may be requested by a representative group of properties that naturally form a cluster in terms of valuation consideration. The GPCR takes place before participants formally enter Challenge.

The GPCR must have an agreed person to serve as the single point of contact (SPOC) to coordinate the group and communicate between the group and the VOA throughout the process. Your request for a GPCR must include an explanation why a GPCR is needed together with supporting evidence. Supporting evidence may comprise rents, costs or trade information. Once the terms have been agreed where possible, each participant in the GPCR **must submit** a Check within the set timeframe. Sufficient Checks will be required to meet a representative sample, we reserve the right to cancel a GPCR. Checks submitted in the past may be considered. Once the GPCR outcome has been decided by the VOA, each participant will be required to submit any necessary Checks or Challenges within the given timeframe. At the end of the process the SPOC will be required to sign the GPCR Outcome document which will confirm what was agreed or remained in dispute. Failure to comply with the terms set out in the GPCR may lead to future GPCR requests made by that SPOC being unsuccessful.

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| **FOR INTERNAL USE ONLY** |  |
| GPCR case number |  |

By requesting a GPCR as a SPOC, you acknowledge that if a request is accepted you will be responsible for providing the VOA with details of the proposed alterations and supporting evidence. You also accept that you are responsible for coordinating, communicating and representing all named participants and as such will be signing the GPCR Declaration on their behalf.

You will also be required to distribute to the group the GPCR Declaration form and advising each participant of the deadline to submit a Check. Any participant not submitting a Check within the specified period will be excluded from the GPCR.

A log of GPCRs will be published within VOA Government Gateway accounts - as a SPOC you consent that this log can include your name and email contact details.

You are responsible for advising all participants of the outcome of the GPCR through a joint outcome report which will be agreed with the VOA lead caseworker. Further Check submissions may be required if any participant believes the Rateable Value on a property should be reduced on amended tone albeit where individual variations are submitted this should be pursued through Challenge submission.



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

Please note that submitting a GPCR can cause the rateable value to go up as well as down.

You can find more information on the Check and Challenge service by searching for “check and challenge” on the GOV.UK website.

# **Section A: Provide your details (Single point of contact)**

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Full name

Organisation Name

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Contact email address

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Contact telephone number

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Contact mobile number (optional)

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Correspondence address

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Correspondence postcode

**If you are an agent please provide:**

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CCA service agent number

# **Section B: Provide the details for the GPCR**

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| List Year the GPCR relates to |  |
| List of rating agents that will be involved with the GPCR |  |
| Summary of the property type/s and locations this GPCR relates to (This will form the name/title of the GPCR) |  |
| Number of properties that will form the GPCR (the properties listed in Section F). Also provide an estimate of the percentage of properties in the valuation scheme that this covers. |  |
| Why are the properties in Section F a representative sample of the wider group of properties that the GPCR relates to? |  |

# **Section C: Why do you want to request a GPCR?**

* The valuation scheme in the rating list on date of compilation was wrong

* There has been a change to the surrounding area which has made the rateable value incorrect

* The scheme is wrong by reason of a decision of a tribunal or court

You must provide a description of why a GPCR is requested.  For rental properties you need to provide an outline of evidence you intend to rely on to demonstrate the values are incorrect along with an explanation.  For properties valued on contractors basis you will need to provide a summary of evidence on the element you’re challenging, such as build cost or allowances, along with an explanation. For properties valued on receipts and expenditure methods (including shortened approaches) you will need to provide an outline of your evidence on which elements of the approach are incorrect along with an explanation.

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# **Section D: Propose a start date and duration for discussions**

Please note the VOA may not be able to accommodate the proposed date and may set an alternative date to the one proposed. The proposed start date should be no earlier than 6 weeks after this GPCR request.

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Proposed start date for GPCR discussions

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Proposed end date for GPCR discussions

# **Section E: SPOC Signature**

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| Please tick this box to show that you consent that your name and email contact details can be published on the GPCR log within VOA Government Gateway Accounts. |  |

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|  | Date |  |

Signature

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Role within Organisation

# **Section F: Provide the address and post code for all participating properties**

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