

APPLICATION TO DISTRICT VALUER FOR VALUATION OF A NEW PROPERTY OR REVIEW OF PROPERTY VALUATION (CR3)



Please complete, sign and return to Land & Property Services **within two weeks**. The form is a writable document, which means you can save the document to your desktop, complete the form and send as an email attachment.

This must be returned to the district office in which the property is located (see page 2).

We will acknowledge receipt of your application within 10 working days. This acknowledgement will include your reference number.

If you need help completing this form or require it in a different language or format, please dial **0300 200 7801** (calls charged at local rate).

Dial **18001 0300 200 7801** for Text Relay.

SECTION 1 – DETAILS OF PROPERTY

Property address

Property address input fields: three lines for address and one for postcode.

Property ID (if known)

Property ID input field: a grid of seven boxes.

Non Domestic: Net Annual Value (NAV) (if known)

Non Domestic NAV input field: £

Domestic: Capital Value (if known)

Domestic Capital Value input field: £

SECTION 2 – YOUR DETAILS

Title (Mr/Mrs/Ms, etc)

Title input field

Name

Name input field

Address

Address input fields: three lines for address and one for postcode.

Contact number (daytime)

Contact number (daytime) input field

Contact number (mobile)

Contact number (mobile) input field

Please tell us the best time to telephone you between 9am–5pm, Monday to Friday:

Best time to telephone input field

Email address:

(Check your emails regularly - we will send updates about your application to this email address)

Email address input field

I consent to receive my Certificate of Valuation to this email address Yes No

Please state capacity in which submitted (**tick one**) Owner Tenant Agent Other

(If Other, please specify)

Other capacity input field

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

When did you become the owner or tenant of the property? input field (DD/MM/YYYY)

FOR OFFICIAL USE ONLY

Table with 2 columns: Date received, A0 case registration number

SECTION 3 – REASONS FOR APPLICATION

To progress your application we need additional information.

3.1 Is this application for a newly built property that has not been valued before? Yes No

3.2 If No to 3.1, please detail the reason(s) you are seeking a review of the valuation.

3.3 Do you currently occupy this property? Yes No

3.4 Do you plan to vacate this property? Yes No

If **yes**, please provide the date you plan to vacate:

Data Protection Statement: Please note that the information on this form will be used by Land & Property Services for rating and valuation purposes, and maintenance of your rate account. Occasionally this information may be passed to other organisations and/or government departments when the disclosure complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Land & Property Services is under a duty to protect public funds and to this end may use information provided on this form for the prevention and detection of fraud. More information is available at: www.finance-ni.gov.uk/publications/lps-privacy-notice

Signature

Date

(DD/MM/YYYY)

Identify the correct LPS Valuation Regional Office:

Ballymena office for council districts Antrim and Newtownabbey, Mid and East Antrim	Academy House 121A Broughshane Street Town Parks BALLYMENA BT43 6HY	Tel: 0300 200 7801 (calls charged at local rate) Email: ballymena.valuation@lpsni.gov.uk
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Londonderry office for council districts Causeway Coast and Glens, Derry City & Strabane	Waterside House 75 Duke Street Gobnascale LONDONDERRY BT47 1FP	Tel: 0300 200 7801 (calls charged at local rate) Email: londonderry.valuation@lpsni.gov.uk
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Belfast office for council districts Belfast, Lisburn and Castlereagh, Ards and North Down	Lanyon Plaza 7 Lanyon Place Town Parks BELFAST BT1 3LP	Tel: 0300 200 7801 (calls charged at local rate) Email: belfast.valuation@lpsni.gov.uk
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Craigavon office for council districts Armagh City, Banbridge & Craigavon, Newry, Mourne and Down	Marlborough House Central Way Tamnafiglassan CRAIGAVON BT64 1AD	Tel: 0300 200 7801 (calls charged at local rate) Email: craigavon.valuation@lpsni.gov.uk
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Omagh office for council districts Mid Ulster, Fermanagh and Omagh	Boaz House 19 Scarffe's Entry Dergmoney Lower OMAGH BT78 1JE	Tel: 0300 200 7801 (calls charged at local rate) Email: omagh.valuation@lpsni.gov.uk
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When calling from outside NI, dial +44 28 9049 5794.