



APPLICATION TO DISTRICT VALUER FOR REVISION OF THE VALUATION LIST (CR3)

Please complete in CAPITAL LETTERS using black ink.

Please return this completed form to the **Land & Property Services Office** which covers the district in which the property is located. **(See reverse side.)**

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

 Postcode

Property ID (if known)

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

£

Domestic: Capital Value (if known)

£

SECTION 2 – YOUR DETAILS

Title (Mr/Mrs/Ms, etc)

Name

Address

 Postcode

Contact number (daytime)

Contact number (mobile)

Email address

Please state capacity in which submitted (**tick one**). . . Owner Tenant Agent Other
(If Other, please specify)

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

(DD/MM/YYYY)

Signature

Date

(DD/MM/YYYY)

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

FOR OFFICIAL USE ONLY

Date received	<input type="text"/>	A0 case registration number	<input type="text"/>
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SECTION 3 – REASONS FOR APPLICATION

To progress your application we need additional information.

3.1 Please details the reason(s) you are seeking a review of the valuation.

(For example, there are ongoing works, fire or flood damage, the valuation is excessive)

3.2 Do you currently occupy this property? Yes No

3.3 Do you plan to vacate this property? Yes No

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

(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
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
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
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
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



Land &
Property
Services
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Maoiné

When calling from outside NI, dial +44 28 9049 5794.



Department of
Finance
An Roinn
Airgeadais

www.finance-ni.gov.uk