



## COUNCIL TAX AUTHORISING YOUR AGENT OR REPRESENTATIVE

Please read the notes overleaf before completing this authority. This authority allows us to exchange and disclose information about you with your agent/representative and to deal with them on Council Tax matters within the responsibility of the Valuation Office Agency (VOA), as specified on this form.

This overrides any earlier authority given to VOA. We hold this authority until the earlier of;

- (1) A maximum period of six months or
- (2) You telling us that the details have changed.

An additional authority to act, signed by the current occupier or owner of the property, must be sought if:

- a) The agent/representative represents a previous occupier, or
- b) The proposal or enquiry is made by an occupier who is not the owner of the property on which the proposal or enquiry is made.

I/We.....	<b>Taxpayer's name</b>
of:.....	<b>Taxpayer's address</b>
.....	<b>Taxpayers postcode</b>
----- Authorise the VOA to disclose information to:	<b>Agent or representative's name</b>
.....	<b>Agent or representative's address</b>
.....	<b>Postcode</b>
----- In respect of the following property which I/we own or have a legal interest in	
.....	<b>Address of subject property (if different from above)</b>
.....	<b>Postcode of subject property</b>

### 1. What this authority means to you.

This authority allows us to exchange and disclose information about you and your property with your agent/representative and to deal with them on Council Tax matters within the responsibility of Valuation Office Agency (VOA).

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.



<b>2. What information is to be exchanged?</b>		
The authorisation is limited to the matters shown below:		
• Name	• Address of the property	• Sales information on the subject property relating only to the current occupier
<ul style="list-style-type: none"> <li>• Attributes for the above named property, including: <ul style="list-style-type: none"> <li>○ Property type</li> <li>○ Number of living rooms</li> <li>○ Number of bedrooms</li> <li>○ Number of bathrooms</li> <li>○ Garage and parking facilities</li> <li>○ Age of property</li> <li>○ Condition and state of repair</li> <li>○ Number of storeys</li> <li>○ Floor level (for flats)</li> <li>○ Presence of conservatory</li> <li>○ Nature of outside space – eg garden, roof terrace or balcony</li> <li>○ Presence of leisure facilities – eg stables or swimming pool</li> <li>○ Presence of other value significant features</li> <li>○ Whether the property is owned, or was previously owned, by a Local Authority or Housing Association</li> </ul> </li> </ul>		
<b>3. How the VOA uses the information.</b>		
<p>VOA is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including valuing properties in England, Scotland and Wales and compiling and maintaining the business rating and council tax valuation lists for England and Wales, and may use this information for any of them. We may get information about your property from others, or we may give your property information to them. If we do, it will only be as the law permits.</p> <p>We may check information we receive about your property, with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies. We will not give information to anyone outside the VOA unless the law permits us to do so.</p> <p>This authority does not allow your agent to request personal information held about you under the subject access provisions of the Data Protection Act 1998. Further information can be found on our website: <a href="http://www.voa.gov.uk">www.voa.gov.uk</a></p>		

<b>I agree that the nominated agent/representative has agreed to act on my/our behalf, and the information provided to that agent is correct and complete. The authorisation is limited to the matters shown overleaf and is for a maximum period of six months.</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	
Your agent/representative must submit a proposal or enquiry to the VOA within 6 months of the date of this authorisation.	

<b>Where to send this form.</b>
When you have completed the original signed form, please send it to the VOA office along with any other correspondence.

