**Business rates online** 



# BUSINESS RATES ONLINE – SEARCH FOR BUSINESS RATES RATEABLE VALUE AND ANNUAL CHARGE

#### **Introduction**

This guide provides a step by step instruction on how to use the my business rates service to search for a rateable value and annual charge. It includes a <u>troubleshooting guide</u> at the end to help with any problems you may encounter. Please note you do not have to be logged in to carry out this search.

#### To do this you will need:-

✓ The property address

## How to search for rateable values and annual charges

**<u>Step 1</u>** – Go to <u>www.chichester.gov.uk/myaccount</u> and select my business rates.

Step 2 – Click "search for a rateable value of a property".

My Business Rates	
Pay by Direct Debit	
Setting up a direct debit is a quick and easy way to pay your busines your business rates account number together with your bank account	is rates. You will need it details.
► <u>View Direct Debit services</u>	
View your Business Rates acco	unt
Sign into your business rates account to:	
view your up to date account information     check your balance, payments and bills     switch to paerless billing     update your contact details	
If you already have an account you can <u>sign-in here</u> If you do not have an account you can <u>register here</u>	
To register for this service you will need to enter the details as on yo bill or recovery notice.	ur latest Business Rates
Find the Business rates rateable	e value for a
property	
Search for a rateable value of a property	

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<u>Step 2</u> - Enter the postcode of the address you are searching for, and select the year for which you want to find the business rates annual charge for. Then click "find property valuation."

Business rateable values	Enter the postcode
pol9 lty	of the property and
Don't know the postcode?	also select the yea
Enquiry year	of the charge you
For further information you can go to the Valuation Office Website, click Bu	usiness Rates Bands in England and are looking for
Find property valuation	

<u>Step 3</u> – Scroll down until you find the property you are searching for.

	Business rate	able values			
	Post code po19 1ty				
	Don't know the postcode? Enquiry year				
	For further information you can go	to the Valuation Office Website,	click <u>Business Rates Ban</u> d	ts in England and Wales	
	Find property valuation	Rateable	e value		Annual business
	Year 2017/18			J	rates payable
	Address		Rateable Value	Gross Amount Payable	before any
	Adj East Pallant House, East Pal	lant, Chichester, PO19 1TY	164,000	71,884.05	reductions are

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#### **Troubleshooting**

#### Q. I don't know the postcode of the property I am searching for

**A**. You can still search for the property by clicking "don't know the postcode", and then entering the property address.

Business rateable values
Post code
Don't know the postcode?
Enquiry year
For further information you can go to the Valuation Office Website, click business Rates bands in England and Wales
Find property valuation
Finish

#### Q. I don't want to set up a user account, can I still search for a property.

**A**. Yes, the rateable values of a property and annual charges are public information. You can search for any property that falls within the Chichester District.

# Q. I have entered a postcode but received a message saying "no properties found" with current search criteria"

et to		
Business rat	eable values	
Please check the form No properties found with current s	earch criteria	
Post code bn12 6pa Don't know the postcode?		
Please select		

A. Double check the postcode/address has been entered correctly and that the property falls within the Chichester District. If you are unsure whether the property falls within the Chichester District you can check with the Valuation Office Agency, which authority covers the property;- <u>https://www.gov.uk/correct-your-business-rates</u>

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# CHES,

# Q. I think the rateable value for this property is too high

A. The assessment of property's for the purposes of business rates is a function of the Valuation Office Agency. Any questions regarding the rateable value of a property should be directed to them; <u>www.voa.gov.uk</u>