**What is a Revaluation?**

A "Revaluation" is the production of an up-to-date Valuation List of non-domestic property, for Commercial Rates purposes, within a local authority area, by reference to property rental values at a specified valuation date. This results from the carrying out by the Valuation Office of a new valuation of every relevant property in a particular rating authority area. The legal provisions which govern this are set out in[Part 5 of the Valuation Act 2001](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf).

Essentially, the process commences with a statutory consultation which the Commissioner of Valuation undertakes with the Minister for the Environment, Community and Local Government and the relevant rating authorities. On completion of the consultation process, the Commissioner may make a statutory order, known as a "valuation order" in relation to carrying out the Revaluation. This order specifies the date by reference to which the value of every relevant property in the particular rating authority area shall be determined. The process results in the publication of a Valuation List containing the new valuations of all relevant properties thereon and that List become effective for Rates purposes subsequently.

**Frequency of Revaluations as required under section 25 of the Valuation Act 2001 , as amended by the Valuation (Amendment) Act 2015?**

For Rating Authorities that have already undergone a Revaluation, the period between the first and second Revaluation cannot be less that five years and more than ten years.

**What areas are being revalued?**

All local authorities are being revalued under a National Revaluation Programme which is well underway. To date, revaluation has been completed in Dublin City Council, Fingal, Dún Laoghaire-Rathdown, South Dublin, Limerick City and County and Waterford City and County rating authority areas. The next stage of the programme, commencing in November 2015, will result in the revaluation of commercial and industrial properties in Kildare, Leitrim, Longford, Offaly, Roscommon, Sligo and Westmeath County Councils.

**What are Local Authority Rates?**

Rates are an annual charge on non-domestic property and are an important element in funding the general provision of services of local authorities. Rates are payable on commercial, industrial and some other non-domestic properties. The local authorities charge commercial rates on the basis of the valuations provided to them by the Valuation Office.

The valuation of a property, as assessed by the Valuation Office, is multiplied by the Annual Rate on Valuation (ARV), which is set by the local authority at its budgetary meeting each year, to calculate the amount of commercial rates payable per annum.

**What is a Valuation?**

A Valuation is an estimate of the Net Annual Value of a property, at a specified valuation date, on the assumption that the occupier is responsible for the payment of commercial rates, internal & external repairs and the building insurance of the property.

The term “net annual value” has a legal definition and is set out in [section 48 of the Valuation Act 2001](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf) as “…… the rent for which, one year with another, the property might, in its actual state, be reasonably expected to let from year to year, on the assumption that the probable average annual cost of repairs, insurance and other expenses (if any) that would be necessary to maintain the property in that state, and all rates and other taxes and charges (if any) payable by or under any enactment in respect of the property, are borne by the tenant”

**What is a Valuation List?**

A Valuation List is the term used to denote the valuations for rating purposes of all commercial and industrial properties in a particular local authority area. On the completion of a revaluation of a local authority area, a new Valuation List is published and details relating to properties thereon is available for public inspection at the Valuation Office, the local authority or[online.](http://www.valoff.ie/en/Check_Property_Valuation_Online/)

**How is the Valuation of my property assessed?**

In line with best practice internationally, there are a number of valuation methods used by the Valuation Office to assess the Net Annual Value of a property. The most common method used is direct comparison with annual rental values of other similar properties in the area. Other classes of properties such as licensed premises, hotels and service stations are valued by reference to the trading data associated with the particular property.

**What happens if my property is owner occupied?**

The same basis of assessment applies to all properties irrespective of whether they are rented or owner occupied.

**How will the Revaluation be carried out?**

A Valuation Manager from the Valuation Office assesses the Net Annual Value of your property and sets a valuation in line with rental values at the specified valuation date. The Valuation Office carries out its functions in an independent and objective manner. It conducts extensive analysis of rental information available through multiple market sources, together with the information provided by the occupiers in relation to their own individual properties. Information provided by occupiers to the Valuation Office is used for the purposes of the Office carrying out its statutory functions. The Valuation Office is supported by an extensive computerised market analysis model in establishing market rental values at the specified valuation date.

**What happens if I do not receive documents from the Valuation Office?**

When a revaluation commences, a revaluation pack comprising an explanatory guide and a Revaluation Information Form is issued by post to every ratepayer in a local authority area the subject of the revaluation.

If you are a ratepayer in either Kildare, Leitrim, Longford, Offaly, Roscommon, Sligo and Westmeath County Councils and do not receive your revaluation pack, please contact our **Revaluation Help Line** by telephoning 01 8171033 or by **Email** to [Reval2017@valoff.ie](mailto:Reval2017@valoff.ie)  The helpline is in operation from 9.30am to 5.30pm Monday to Friday, excluding public holidays.

**What shall I do when I receive the revaluation pack?**

When you receive the revaluation pack, please read the documents carefully. You should then proceed to complete the Revaluation Information Form at your convenience, preferably on line by visiting the Valuation Office website [www.valoff.ie](https://www.valoff.ie/en/) and using the **Property No and PIN Code** printed in the letter you have received with your pack. Alternatively, you may complete the copy of the Form you have received with the pack and return it by post using the enclosed Business Reply Envelope.

**Am I obliged to complete a Revaluation Information Form?**

Yes, you should note that you are legally obliged to complete a Revaluation Information Form within 28 days of the date on the letter you received as part of your revaluation pack.

Under the legislation, a person who fails to comply with this requirement or who provides information which is false in a material respect, knowing it to be false or reckless as to whether it is false, shall be guilty of an offence and liable to a Class A fine.

The legal obligations in this regard are set out in detail in [section 46](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), and the penalties for offences are specified in [section 65 of the Valuation Act 2001](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf).

**What if I am dissatisfied with my valuation?**

The information pack issued to every ratepayer in a local authority area the subject of a revaluation contains details about the revaluation process. When the revaluation in your local authority area is complete, the Valuation Office will send you a **proposed** valuation certificate which will show the details and the valuation **proposed** for your property. You will have an opportunity to make representations (within 40 days from the date of issue of the proposed certificate) if you are unhappy with anything contained in the proposed valuation certificate. Following consideration of your representations, the Valuation Office will send you a **final** valuation certificate. This will be the basis for the commercial rates that will be levied on your property by the local authority from 2018 onwards.

**Is there a further appeal process?**

Yes. If you are dissatisfied with the outcome of your representations to the Valuation Office, there is a right of appeal to the [Valuation Tribunal](http://www.valuationtribunal.ie/), an independent body set up to settle disputed valuations between the Valuation Office and ratepayers or local authorities.

**Is a decision of the Valuation Tribunal final?**

A decision of the [Valuation Tribunal](http://www.valuationtribunal.ie/) is final in relation to the amount of the valuation. However, there is a further right of appeal to the High Court on a point of law.

**When will my new valuation come into effect?**

If you are a ratepayer in Kildare, Leitrim, Longford, Offaly, Roscommon, Sligo and Westmeath, the new valuations will become effective for rates purposes for 2018 and subsequent years.

**Is the Valuation of my property the same as my Rates liability?**

No. Your valuation is the basis on which local authorities calculate and levy rates on your property but is not your rates liability. Your rates liability is a product of your valuation, as assessed by the Valuation office, multiplied by the Annual Rate on Valuation (ARV) which is set by the local authority.

**Will the Revaluation affect the amount of rates I will pay?**

Your commercial rates liability may increase decrease or remain unchanged following Revaluation.  The outcome depends on how the *Net Annual Value* (rental value) of your property has changed *relative to the other property values* in your local authority area. Until all properties in your local authority area have been revalued it will not be possible to predict how an individual property will be affected.

In general, however, the number of occupiers who have experienced a decrease in their valuation has exceeded the numbers who have experienced an increase in the revaluations carried out to date.

To establish the amount of commercial rates to be paid on your property, the valuation assessed by the Valuation Office for your property is multiplied by the annual rate on valuation (ARV) set by the local authority. An ARV is set each year by the local authority, taking into consideration the money it needs to raise to provide services.

As an example, take three properties each with a rates liability of €4,000 before revaluation but with differing estimates of Net Annual Value following a Revaluation of say, €13,000, €16,000 and €18,000 respectively.  Assuming, for example, that your local authority sets an ARV of 0.25 after the revaluation, the table below shows the potential change in the rates liability of each property following revaluation.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Property A** | **Property B** | **Property C** |
| Rates Liability before Revaluation | €4,000 | €4,000 | €4,000 |
| Annual Rental Value following Revaluation | €13,000 | €16,000 | €18,000 |
| \*Hypothetical ARV set by local authority after Revaluation | 0.25 | 0.25 | 0.25 |
| Annual Rental Value following Revaluation **X** ARV | (€13,000 **X** 0.25) | (€16,000 **X** 0.25) | (€18,000 **X** 0.25) |
| Rates Liability after Revaluation | €3,250 | €4,000 | €4,500 |
| Changes in Rates Liability due to Revaluation | - €750 | No Change | + €500 |
| \*Hypothetical ARV for illustrative purposes |  |  |  |

**Will the Revaluation increase the overall Rates income of my local authority?**

No, the purpose of revaluation is to redistribute the commercial rates liability more equitably between ratepayers rather than to increase the total amount of commercial rates collected by a local authority. Under the [Valuation Act 2001](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](http://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), the commercial rates income of the local authority is capped in the year following a revaluation. Any increase is limited to the rate of inflation.

**Who should I contact for further information?**

If you require further information, please contact our **Revaluation Help Line** by telephoning 01 8171033 or by **Email** to [Reval2017@valoff.ie](mailto:Reval2017@valoff.ie). The helpline is in operation from 9.30am to 5.30pm Monday to Friday, excluding public holidays.

**Before making representations.**

Last updated at 16:48 on 08/07/2014

**Prior to making representations you should study your Valuation Report on-line using the Property and PIN numbers provided on your Proposed Valuation Certificate.**

You are strongly advised to familiarise yourself with the [Representations Form](https://www.valoff.ie/en/Ratepayers/Limerick/Limerick_City_County/Revaluation_in_your_area/Make_a_representation/) by clicking “Make Representations” as you will be required to submit **supporting evidence** if applicable as outlined below in order to validate your representation.

**How do I make representations?**

Valid representations must be made within 28 days from the date of issue of the Proposed Valuation Certificate. It should be submitted on the [correct Form [preferably online].](https://www.valoff.ie/en/Ratepayers/Limerick/Limerick_City_County/Revaluation_in_your_area/Make_a_representation/)

You will be required to outline the reasons why you consider that the valuation proposed by the Valuation Office is incorrect based on any of the following grounds;

1. Matters of Fact
2. Annual Rent of the Subject Property
3. Annual Rent of Comparable Property(ies)
4. Having regard to Accounts and Trading Information
5. The property should not be included on the Valuation List
6. Other Grounds

You must state what your opinion of what a fair and reasonable valuation should be.

Your opinion of value must include how it was calculated.

Depending on the nature of your property you may be required to provide details of any existing tenancy/lease agreement relating to the subject property including the current rent and any factors or agreements that contributed to or led to the determination of that rent.

If there is a particular issue(s) which, in your opinion, materially affects the value of your property you should outline this under “Other Grounds” (item 7)  of the Representations Form and where appropriate support your opinion by way of photographic evidence and/or a technical report.

**What Supporting Evidence is required to be submitted with my representations?**

**There are six grounds upon which a valid representation may be made. These are outlined on the Representations Form. Depending on the nature of your property and the ground(s) you select you may be required to provide supporting evidence in the form of:**

* Dimensional floor plans.
* Schedule of areas.
* Copy of the lease/licence of the subject property.
* Completed [Lease Summary Form](https://www.valoff.ie/en/Forms/Revaluation_forms/Valuation_Office_Lease_Summary_Form_docx.docx) for either the Subject property or Comparable property(ies).
* Memorandum and Articles of Association, Deed of Trust.

**Supporting Evidence for the following properties**

**Night Clubs, Hotels, Guesthouses, Hostels, Service Stations, Nursing Homes, Cinemas, Oil Depots, Wind Farms, Campsites, Caravan Parks, Stadia, Race Tracks, Car parks, Quarries and Ports.**

Details of the supporting evidence required for these properties can be found by clicking here - [*Accounts and Trading information*](https://www.valoff.ie/en/Information_required_for_non_bulk_representations/%20).

**Supporting Evidence for Pubs**

If you occupy a **Pub** you must complete and return the [Valuation of Licensed Premises form](https://www.valoff.ie/en/Forms/Revaluation_forms/Valuation_of_Licensed_Premises_Form.docx)unless you have already done so.

**Any and all evidence upon which you intend to rely on must be referred to at the time of submission of the Representations Form.**

**The Valuation Office reserves the right to make further enquires or seek further information which he deems necessary for the consideration of the representations.**

**Revaluation 2017**

Following the making of Valuation Orders by the Commissioner of Valuation on the, a Revaluation of all rateable property in the following local authority areas has commenced:

Kildare County Council

Leitrim County Council

Longford County Council

Offaly County Council

Roscommon County Council

Sligo County Council

South Dublln County Council

Westmeath County Council

**How many Local Authority areas has been the subject of a revaluation?**

The following Local Authority areas have been the subject of a general [revaluation](https://www.valoff.ie/en/Ratepayers/Revaluation_in_your_area/Revaluation_FAQ/) conducted under the provisions of the [Valuation Act 2001](http://www.irishstatutebook.ie/2001/en/act/pub/0013/print.html) and a new Valuation List has been published for these areas as shown below. A new Valuation List will be issued for Limerick City and County Council areas on the 31st December 2014.

| **Local Authority Area** | **Date of Publication of new Valuation List** |
| --- | --- |
| Limerick City & County Council | 31st December 2014 |
| Dublin City Council | 31st December 2013 |
| Waterford City Council | 31st December 2013 |
| Waterford County Council | 31st December 2013 |
| Dungarvan Town Council | 31st December 2013 |
| Dun Laoghaire-Rathdown County Council | 31st December 2010 |
| Fingal County Council | 31st December 2009 |
| South Dublin County Council | 31st December 2007 |

**What is Revision?**

Revision is the means through which the valuation of a particular property may be assessed between Revaluations of the entire rating authority area in which that property is located.  The legislation governing revision of valuations is set out in [the Valuation Act 2001](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf)

An occupier of a property, an interest holder in that property, or the Local Authority in whose rating authority area the particular property is located may make an application to the Commissioner of Valuation to have the valuation of a property revised.  An application for Revision may result in a valuation increasing, decreasing or remaining the same. There are very specific grounds to be met, set out in legislation, before a valuation may be revised.

All applications for a revision of valuation must be made on the specified format accompanied by a fee of €250.

**What is the difference between Revision and Revaluation?**

The terms "Revision" and "Revaluation" have very distinct meaning and application in Irish valuation law. "Revaluation" refers to the carrying out by the Valuation Office of a new valuation of every relevant property in a particular rating authority area. The legal provisions which govern this are set out in [the Valuation Act 2001](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf). Essentially, the process commences when the Commissioner of Valuation makes a statutory order and the process results in the publication of a list containing the valuations of all properties therein.

"Revision", on the other hand, is the means through which the valuation of a particular property may be assessed between revaluations of the entire rating authority area in which that property is located. The legislation governing revision of valuations is set out in [the Valuation Act 2001](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf).

All applications for a revision of valuation must be made on the specified [form](https://www.valoff.ie/en/Consultants_Agents/Online_services/Revision_in_your_area/Submit_a_revision_request/) and accompanied by a fee of €250

**What if I want the Valuation of a property revised?**

Once a valuation is fixed on a property it does not change from year to year. Under the legislation which governs the Valuation Office, ([the Valuation Act 2001](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf)) a revision of the valuation of a particular property may only be carried out if a **"Material Change of Circumstances**" has taken place since the property was last valued.

Material Change of Circumstances is defined in the[Valuation Act 2001](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf), as amended by the [Valuation (Amendment) Act 2015](https://www.valoff.ie/en/Publications/Administrative_consolidation_of_legislation_governing_the_Valuation_Office.pdf). However, the main criteria for satisfying the Material Change of Circumstances rule are as follows:

1. The property is a new property that has never been valued before.
2. The property is an existing property which has been divided into 2 or more separate properties.
3. Two or more existing properties have been amalgamated into a single property.
4. There has been a change in the rateable status of an existing property. This occurs when a property which was previously rateable becomes no longer rateable or a property which was not previously rateable has now become rateable.
5. The property is an existing property whose value has changed by virtue of structural/physical alterations (including damage by fire or other physical cause).

**No. 5** above refers to a situation where an existing property undergoes **structural/physical** alterations which affect the value of the property. This usually refers to extensions, demolitions or other situations where the physical size or nature of the property has changed significantly (either made larger or smaller). It is important to note this condition in its entirety - i.e. the changes to the property must have brought about a change to its value. For example, a minor alteration such as adding a small porch to the front of a building will increase its total size, but may not affect its overall value for rating purposes. Also, a simple change of use is not sufficient on its own to be considered a Material Change of Circumstances, if the physical "bricks and mortar" of the property have not been altered.

*Unless a ratepayer's property meets at least one of the conditions above, the Valuation Office will not be able to legally amend or alter a valuation.*

Also, a change in the economic circumstances of a property (e.g. something which brings about new trading conditions) does not, of itself, constitute a Material Change of Circumstances which would result in a successful application for a revision of valuation. However, such factors are taken into account during the total revaluation of an entire local authority area. The Valuation Office is currently conducting a national programme of revaluation of all local authority areas and this will be repeated on a cyclical basis every 5 to 10 years.

**Will I be contacted about my revision request ?**

After inspecting the property, the Revision Officer will issue a draft certificate containing the proposed valuation and other details of the property.  If you are unhappy with the valuation or other details contained in the draft certificate, you may make representations, in writing, to the Revision Officer within 40 days of the issue of the draft certificate.

Following consideration of your representations the Revision officer will send you the final valuation certificate.

**Can I appeal against my valuation?**

You can appeal against the valuation to the [**Valuation Tribunal**](http://www.valuationtribunal.ie/) within 28 days from the date of issue of the final valuation certificate. The [**Valuation Tribunal**](http://www.valuationtribunal.ie/)is an independent body set up to settle disputed valuations between the Valuation Office and ratepayers or local authorities. The appeal must be in writing, must specify the grounds of appeal and be accompanied by the appropriate fee.

|  |
| --- |
| **Is a decision of the Valuation Tribunal final?**  A decision of the [Valuation Tribunal](http://www.valuationtribunal.ie/) is final in relation to the amount of the valuation. However, there is a further right of appeal to the High Court on a point of law. |
| What is the cost of making an Appeal to the Valuation Tribunal?  **The amount of the fee is determined by the valuation of the property.  See table below:**  Valuation                                                         Fee  Not exceeding €50                                          €95  Exceeding €50 and not exceeding €150        €125  Exceeding €150 and not exceeding €650      €300  Exceeding €650                                              €500 |

|  |
| --- |
| **Do I need to use a professional adviser?**  You do not need to have independent professional representation during any discussions or interaction with the Valuation Office about the valuation of your property. The Valuation Office will deal with you directly and will present information to you in a clear, objective and comprehensive manner.  However, if you wish to be represented professionally, or wish to seek independent advice, the [Society of Chartered Surveyors Ireland (SCSI)](http://www.scsi.ie) in association with the Royal Institution of Chartered Surveyors (RICS) has produced a document *"Professional Advice on Revaluations and General RatesAssessments"* which is available on their website.  If you are considering engaging a private rating consultant, this document provides practical guidance, including advice on the issues you should be wary of. |