



Registration Guidance Notes

Content

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- How to create your User ID
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- How to appoint Goodman Nash as your agent

Please note

To register for this service you will need to verify your identity by providing your National Insurance number and details from either a UK passport, Payslip or a P60.

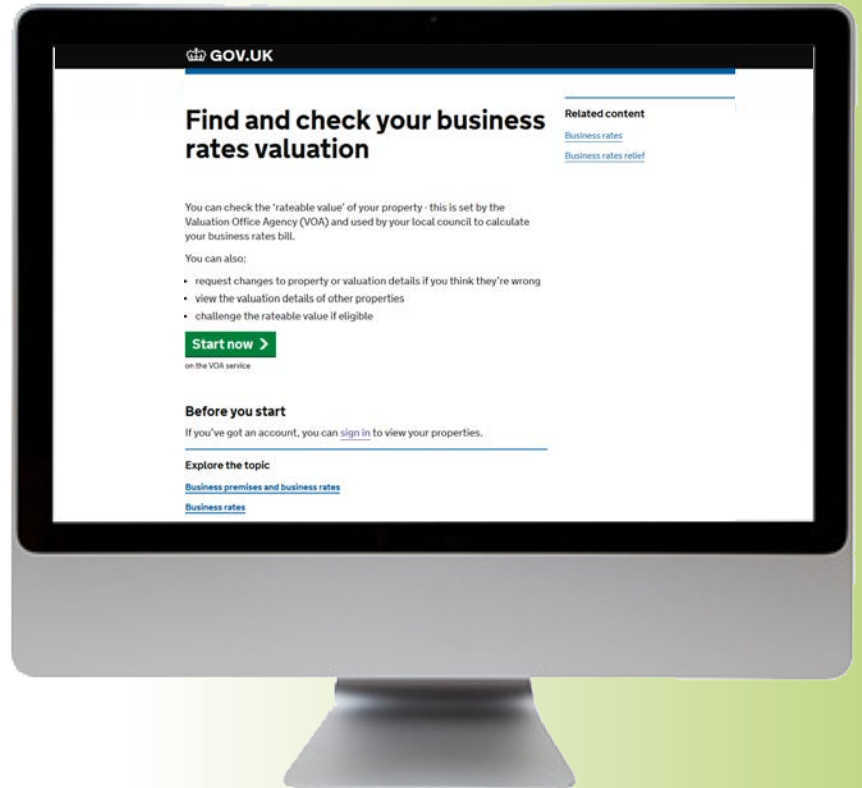
For help with or any other enquiries, please call us on 01380 737 529.

Registration process: 20-30 minutes.

Step 1

Before you can access the details of your rating assessment(s), you will need a **Business HMRC Government Gateway account**.

Please follow the link <https://www.gov.uk/correct-your-business-rates> and click on “**Start now**”



Options

- Please click on [“Sign in”](#) as shown below if you have an existing HMRC Government Gateway account
or
- If you do not have or do not want to use an existing **Business Government Gateway** account click on [“Register”](#) as shown below.

The diagram illustrates the user flow for finding business rates valuations. It features two computer monitors and a central 'Options' box. The left monitor displays the 'Sign in' page, with the text 'Go to step 7 (page 7)' below it. The right monitor displays the 'Register' page, with the text 'Go to step 2' below it. A central box, titled 'Options', is positioned between the monitors. This box contains the following content:

- GOV.UK logo and 'Find your business rates valuation' header.
- BETA notice: 'This is a new service - your feedback will help us to improve it.'
- Navigation links: 'Back', 'Sign in | Home | Register'.
- Section: 'Find a property'.
- Text: 'Select an option to search for property information:'.
- Radio buttons for search options: 'Postcode' (selected), 'Street name and town', 'Advanced'.
- Search input field with a magnifying glass icon.
- Section: 'Other useful information'.
- Links: 'Central ratings lists', 'Valuation scales'.
- Text: 'Download the entire rating list and summary valuation datasets. You can also download the weekly change updates for both.'

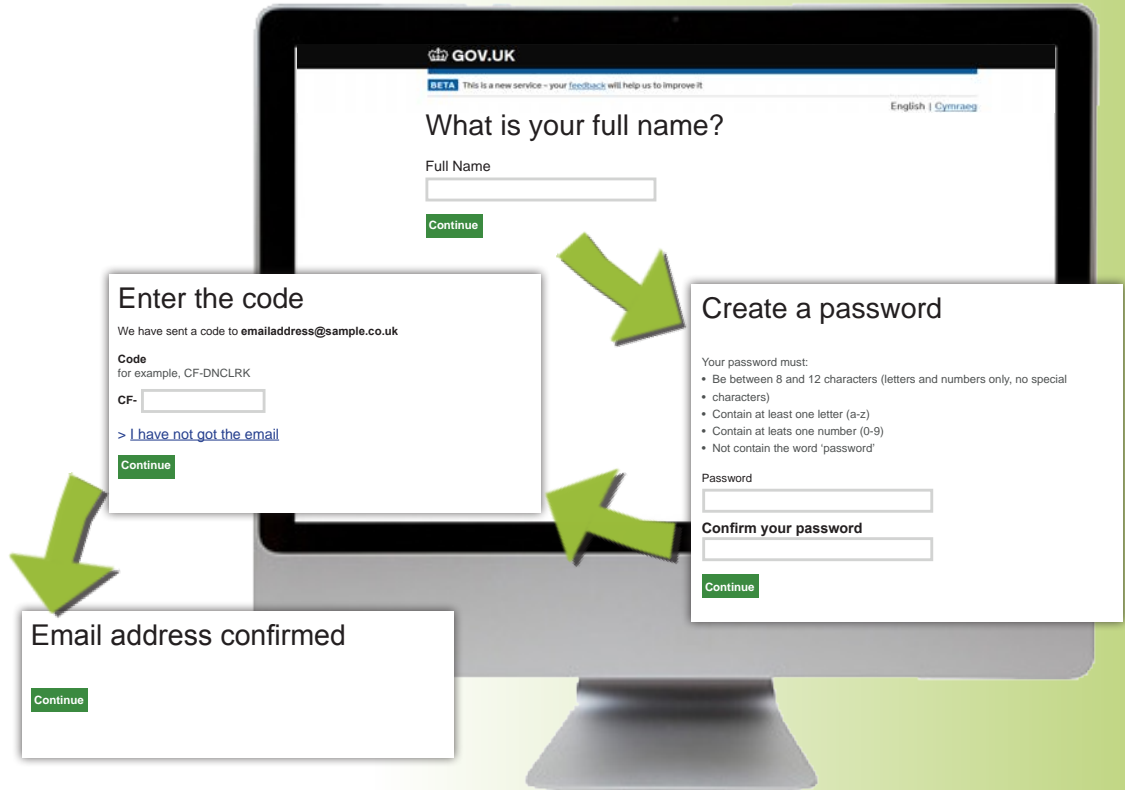
Green arrows point from the 'Options' box to the 'Sign in' and 'Register' pages. The word 'Or' is centered between the two monitors.

Step 2

Following the registration process, enter the code sent to the email provided.

Enter your full name and create a password.

NB: Ensure to make a note of your unique password!



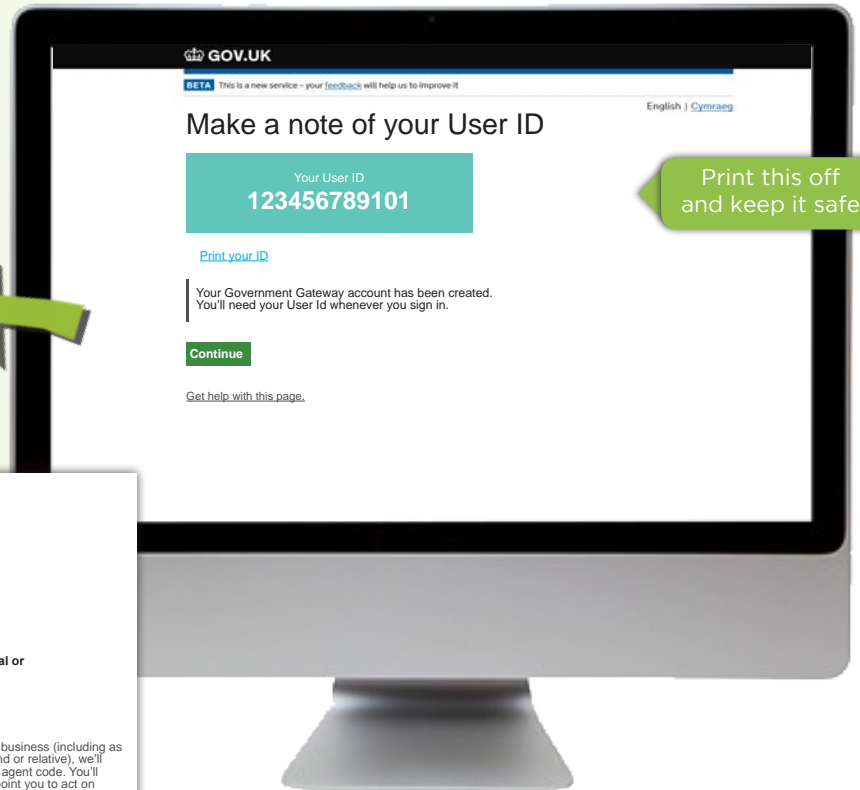
Step 3

You have now created a user ID.

NB: Ensure you make a note of it!

Step 4

You will now have to add your personal details in order to verify, identify and allocate company information to this Government Gateway account for your business.



Complete your contact details

[> I'm registering as an agent](#)

First name

Last name

Business name

Postcode

Find address

[Enter address manually](#)

[> There's more than one address for my business](#)

Business telephone number

Business email address

Confirm business email address

Do you wish to act on behalf of another individual or company?

Yes No

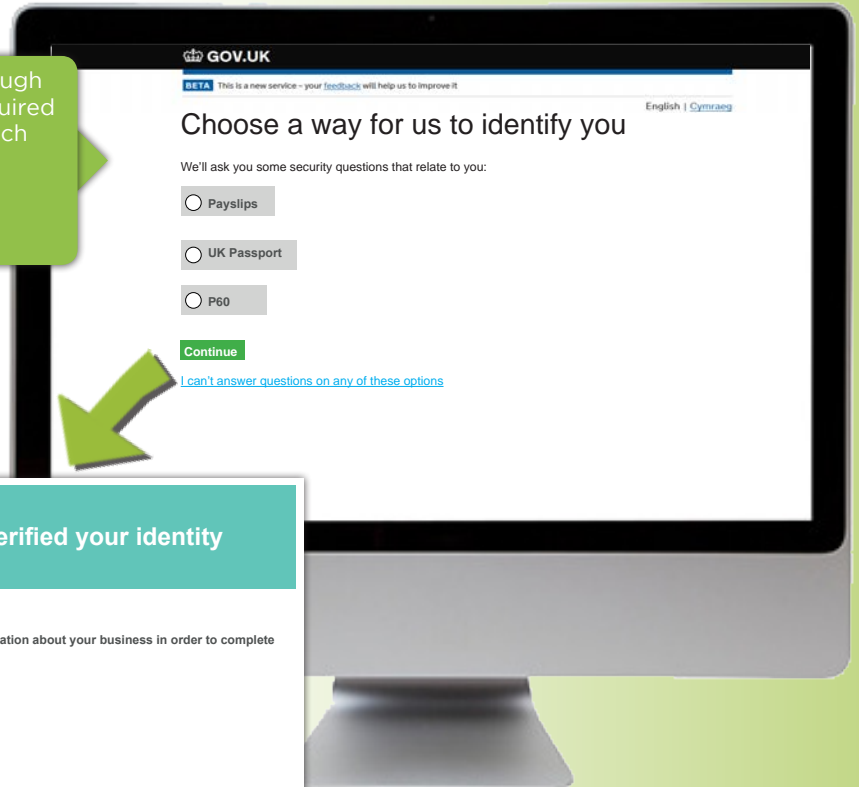
If you want to act as an agent on behalf of another business (including as a professional surveyor, an accountant or as a friend or relative), we'll give you a unique identification code, known as an agent code. You'll need to give this to your client so that they can appoint you to act on their behalf.

Step 5

You will now have to verify your identity.

The system will require you to go through a verification process – the details required about you will vary, dependent on which identification route you choose.

Most client contacts opt for the UK Passport route.



Step 6

You should receive this message once you have completed the verification questions.

We've verified your identity

What Happens next

You'll need to provide information about your business in order to complete the registration process.

[Register your business](#)

Now register your business

Step 7

It is important to use the company name shown on the Rates Bill even if it is no longer correct.

If there are different trading company names on other rates bills, you will have to repeat the process and register a new Government Gateway User ID for each 'different' business.

We suggest you use your work email or your general business email as an alternative.

Step 8

Manage properties allows you to 'claim' your business premises.

You will need to add here every property you occupy.

Manage properties

It may take several hours for your property to display here once you have claimed it.

There are no properties to display.

[Add property](#)

The screenshot shows the 'Your business details' page on GOV.UK. The page includes a header with the GOV.UK logo and a 'BETA' notice. The main heading is 'Your business details' with a sub-heading: 'You'll need to provide information about your business in order to complete the registration process'. There are two links: '[I'm not a business](#)' and '[I'm registering as an agent](#)'. The form fields include: 'Business name' (text input), 'Postcode' (text input with example 'SW1A 1AA'), 'Find address' (button), 'Enter address manually' (link), 'Business email address' (text input), and 'Business telephone number' (text input). A question asks 'Do you wish to act as an agent on behalf of another business?' with radio buttons for 'Yes' and 'No'. A 'Continue' button is at the bottom. Annotations include a green arrow pointing to the 'Add property' link in the 'Manage properties' box, and a green callout box pointing to the 'No' radio button with the text 'Please tick 'No' in this section'.

Please tick 'No' in this section

Click 'Add property'

Step 9

Select the appropriate answers and click 'Add property'

- If you lease a property and pay rent, click 'Occupier'
- If you own the property freehold and do not occupy it, click 'Owner'
- If you own the property freehold and occupy the premises click 'Owner and occupier'

Step 10

You will now need to upload an image of the rates bill for the premises.

GOV.UK

BETA This is a new service - your [feedback](#) will help us to improve it

English | Cymraeg

[Dashboard](#) | [Sign out](#)

Add this property to your business's customer record

7/8 PRINCE MAURICE COURT,
HAMBLETON AVENUE, DEVIZES,
WILTSHIRE, SN10 2RT

If this isn't the right property you can [search for a different property](#)

[I'm the owner or occupier for only part of this property](#)
[I'm not the owner but I let the property to someone else, as a sublet](#)
[I'm an agent acting on behalf of the owner or occupier for this property](#)

What is your relationship to the property?

Owner

Occupier

Owner and occupier

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

On or before 1 April 2017

After 1 April 2017

Do you still own or occupy the property?

Yes No

[Add property](#)

[Dashboard](#) | [Sign out](#)

Provide a copy of your business rates bill

Please upload a copy of the business rates bill for this property.

This business rates bill should be the most recent bill that you have for the property, for the period that you were the owner or occupier.

I have a business rates bill

I don't have a business rates bill

[Continue](#)

Step 11

Upload the saved copy of your rates bill.

Step 12

To proceed, click the declaration box and click 'Continue'

[Dashboard](#) | [Sign out](#)

Declaration

I declare that:

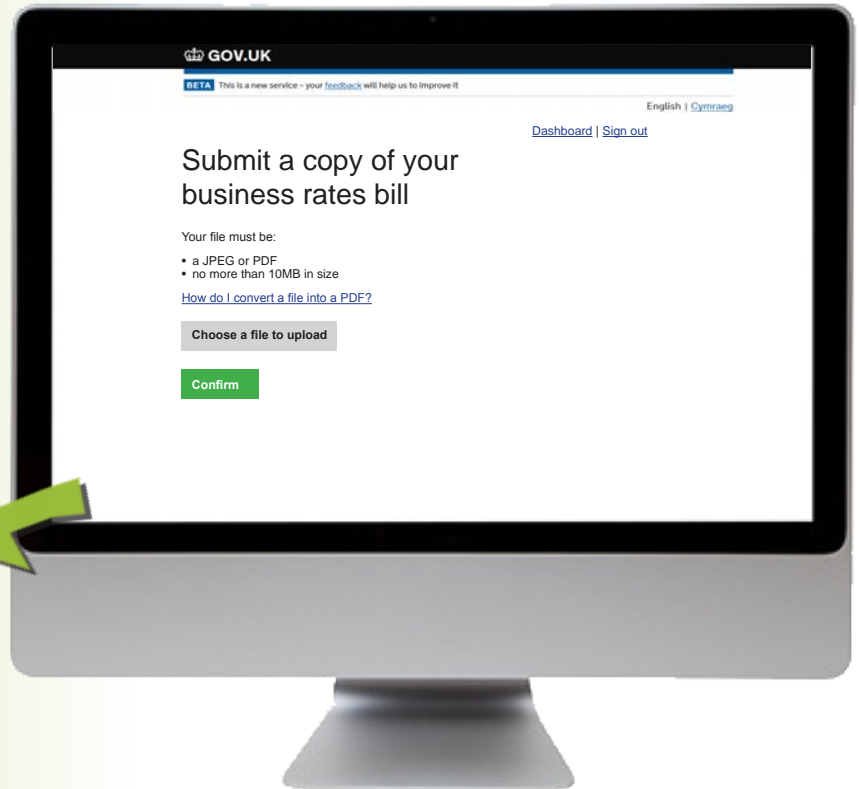
- the information I have given in this form is correct and complete
- the file/details that I have uploaded contains proof of my relationship to the property for dates that overlap with the period claimed

I understand that I could be taken to court if I knowingly submit false information.

! Once you submit the form you will not be able to go back and make any changes.

I agree to the above declaration.

[Continue](#)



Step 13

Repeat the process here for each additional premises for which you receive a rates bill.

Once completed, click on 'Manage properties' to appoint us as your agent for each property.

Step 14

To appoint Goodman Nash as your rating agent insert Agent code **36975**, and click on Yes to enable us to submit both Checks and Challenges on your behalf.

Appoint an agent

You'll need to enter the code of the agent you want to appoint and tell us what they can do on your behalf of your business.

[> My agent hasn't given me a code](#)

Please be aware that you'll be responsible for any information your agent submits to us about your property. You'll be liable for any penalty or the backdating of revised valuations if your agent submits false information.

Agent Code

Do you want this agent to submit checks?

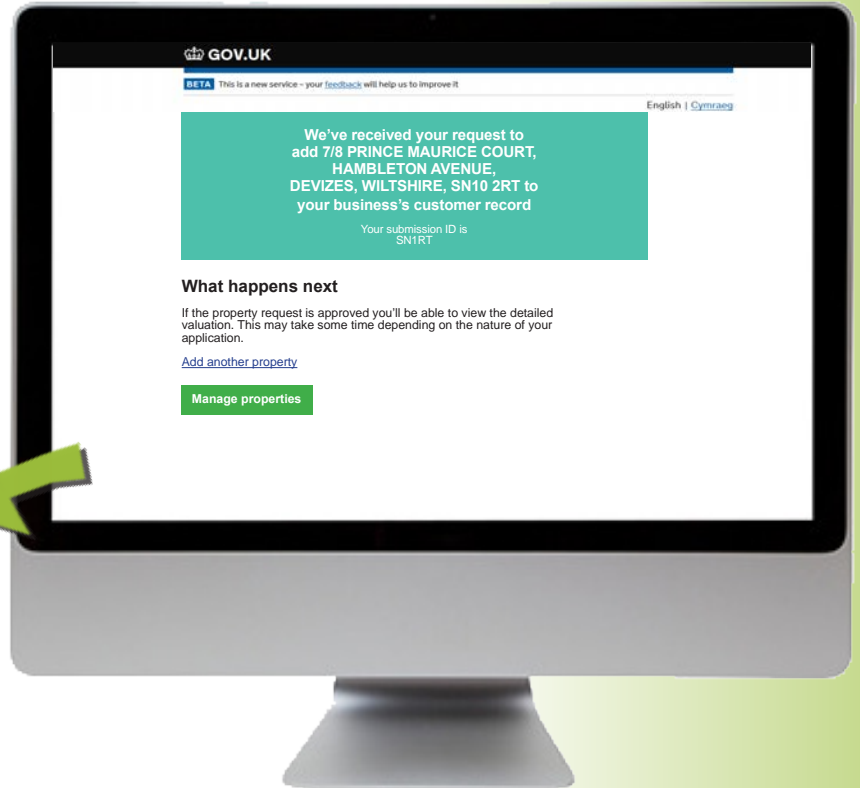
[> what is a check?](#)

Yes No

Do you want this agent to submit challenges?

[> What is a challenge?](#)

Yes No



Please note it may take up to 15 days for the VOA to confirm registration. They may contact you if there are any questions relating to the account.

Client Notes



**GOODMAN
NASH**
PROPERTY AUDIT

Head Office

7/8 Prince Maurice Court,
Hambleton Avenue,
Devizes, Wiltshire, SN10 2RT

Tel: 01380 739112

Bristol Office

Ground Floor, North,
The Quorum,
Bristol, BS1 3AE

Tel: 01174 404 077

London Office

7/8 Shepperton Marina,
Felix Lane, Shepperton
Middlesex, TW17 8NS

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Services

