Il Rates Data

User Manual

Reviewed: 05/04/2025

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Menu Choice

Depending on screen size and user preference you can click the expand/collapse button to the right of the RatesData© logo to swap between displaying a right menu or a top menu.



Dashboard

The top bar on the dashboard is to help expedite the most common searches.

Quick Searches PostCode Start of PostCode GO Scheme Ref Scheme Ref GO

New Dashboard Options

With release of the 2023 VOA data RatesData© introduced new options for your dashboard. You can change your default dashboard to display:



An example of the different dashboards:

Percentage Change in RV within 2017 Rating List (01/04/2017 - 31/03/2023)

	© Commercial	Industrial	Education	& Leisure	4 Utilities	? Other
England	2.02%	-0.32%	5.07%	4.37%	0.43%	-2.99%
Wales	1.82%	-1.36%	6.35%	0.50%	3.61%	-3.41%

Click on the individual icons to drill into the statistics (further reports are in development).

Back	Commercial State	tistics					
	Advertising	Automotive	Leisure	Offices	Retail	Storage	Other
England	4.20%	0.47%	0.23%	1.44%	0.32%	0.70%	2.58%
Wales	-0.27%	-0.11%	0.35%	1.45%	0.21%	0.04%	0.59%

Dashboard Right Panel

The top right side displays information including biggest movers, VOA news & latest publications.

The bottom right side displays the latest from RatesData© including our data releases, news and updates.

BA Code BA Code

GO



Footer

The centre footer of the RatesData© will display the latest software version and VOA publication date. The right footer will display your preferred session time which can be altered within My Profile.

© 2025 RatesData Limited v2.1.98 / VOA data updated on 03/04/25

217 mins

Quick Search for Specific BA Ref or UARN

Dashboard 1009465029006
Search 7216005120
3002045
Reports
Publication 62595000
Index of C 9034591000
VOA Ratin
VOA Lates

Instantly search using the VOA BA reference or UARN.

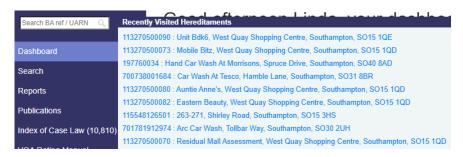
Recent searches will be remembered and will be displayed in the drop down list.

Pressing enter will display the quick search result within the current browser tab. Pressing Ctrl + Enter will display the quick search result in a new browser tab.

Recently Viewed Hereditaments



Hover over this icon to display recently viewed hereditaments. Clicking on the hereditament entry will take you directly to that record in the current browser tab. Ctrl + click will open that hereditament in a new browser tab.



Search VOA Data

Saved Searches

Saved Searches...

Clicking on the saved searches button will present your personal and your company saved searches.



The different search types are denoted by:



A personal search created by you

A search created by you and published to your company

A search created by a colleague and published to your company



Search History

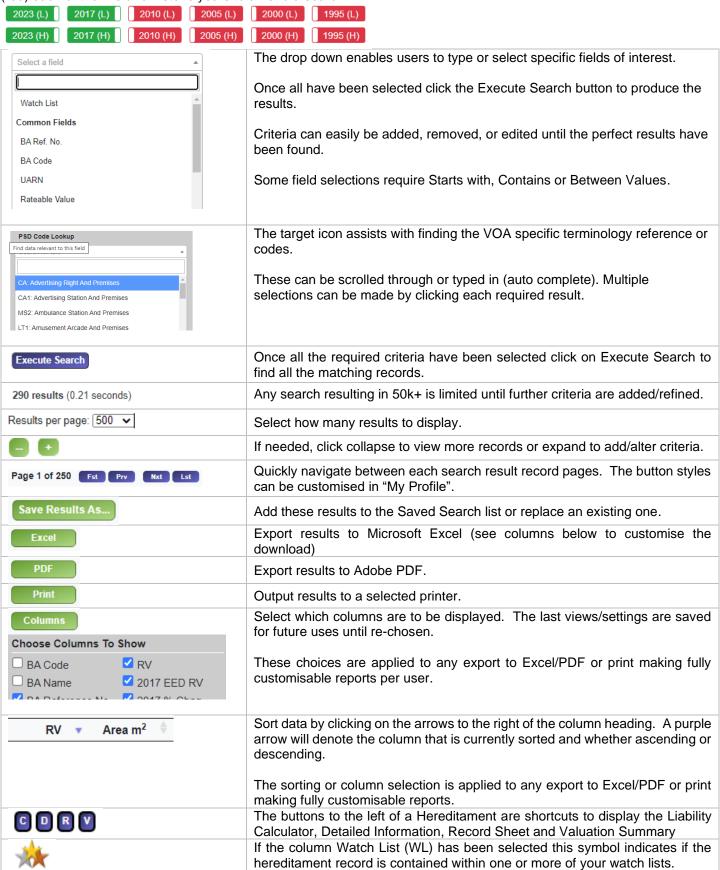
Search History...

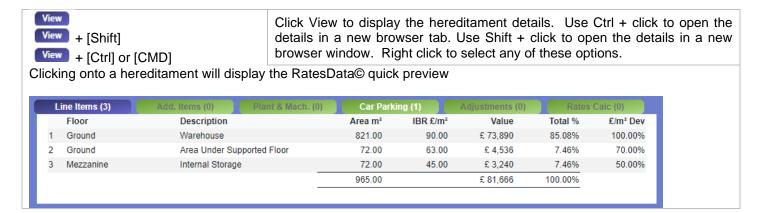
The search history button displays your 100 previous searches

Last Used	Criteria	Results		
03/04 15:10	BAReferenceNumber=132928940123 AND ListYear=2023, 2023H, 2017, 2017H, 2010, 2010H, 2005, 2005H, 2000, 2000H, 1995, 1995H	179	Use	
01/04 20:43	BAReferenceNumber=132928940123 AND ListYear=2017, 2010H, 2005, 2000H, 1995	97	Use	
01/04 20:39	Town=southampton AND ListYear=2023, 2017, 2010, 2005, 2000, 1005	77,621	Use	

New Searches

The year selection activates the VOA live and historic data for each subsequent search performed. Turn on (green) or off (red) each of the live and historic years to amend a search.





Hereditaments

Summary

Address	The Old Chapel, Loddon Bridge Ro	ad, Reading, RG5 4BS	ар					
List alt date		Effective date		Rateable value	£20,500			
Assessment ref	19309133000	Area m²	137.40	Price m²	£140.00			
BA ref. number	02419000266003 VOA	UARN	199413165	BA code	0360 Info			
Change Reason		Scheme ref	462047 Show Me	Settlement type				
Firm name		Special cat code	203	Composite	N			
Description	Offices And Premises			Description code	СО			
Case number	28711919144	Status code	0	Certificate	N			
2017 - Live	The selected Year and type of record is displayed in top right of the screen.							
Мар	Address: click on the Map icon next to the address to open a new tab and display the Google map for that postcode.							
VOA	BA ref. number: If needed, click on VOA icon to open a new tab to display the VOA record for this hereditament.							
Info	Click on the Info icon next to the BA code to get a pop-up containing details of the on the local billing authority for latest VOA contact information.							
Show Me	Click on the Show Me	Click on the Show Me to list all other hereditaments within the same scheme in a new tab.						
£27,500 £1 Changed from DEL	If an entry is highlighted in yellow, it is a recent alteration from the VOA and hovering over this will display the change. To see the full history of changes, view the record sheet.							

Details

Record Sheet

This will allow you to output the record sheet for the selected hereditament as a PDF, an editable Microsoft Word document or an Excel spreadsheet.

Valuation Summary

This will allow you to output the valuation summary for the selected hereditament as a PDF, an editable Microsoft Word document or an Excel spreadsheet. Options also include current, 2023, 2017, 2010, 2005 and deleted valuation summaries.



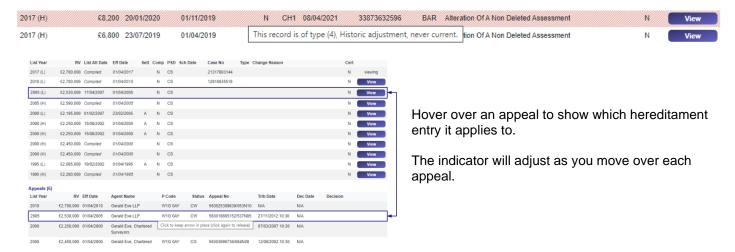
A purple button indicates which detail screen is currently selected. White text indicates there are records and grey text indicates there are no records. After each of the titles there is also a number indicating how many records there are for each separate detail tabs.

In addition to the tabs containing information received from the VOA there are additional RatesData© features available; History, Watch Lists, Nearby Hereds, Similar Hereditaments and Rates Liability Calculator.

History

This will display all records for that specific BA reference number for the current and any historic UARNs.

A type 4 record (an historic adjustment that has never had the status of current) is identified as below:



Watch Lists

This tab will display all your watch lists and indicate with a green tick any that this hereditament is contained within.

Click the green tick to remove it from a watch list.

If this hereditament does not appear in any watch list, click the dash to add it to a watch list.



Click the watch list name or ranking icon to go to the watch list management screen to review the full watch list content and amend any watch list notes against this hereditament.

Nearby Hereds

Choose specific criteria to



RD

Below price m²

Above price m²

Same price m²

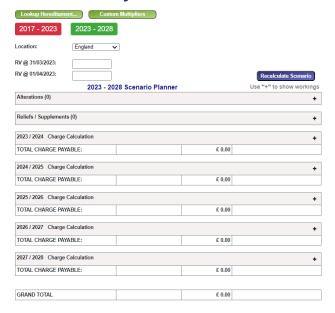
The hered currently being viewed

Hereds matching the criteria that are below the price per m² of the selected hered Hereds matching the criteria that are above the price per m² of the selected hered Hereds matching the criteria that are the same price per m² as the selected hered Multiple hereds at that location either above, below or the same price per m²

Similar Hereds

This will display hereditaments with the same scheme reference (50 max)

Rates Liability Calculator



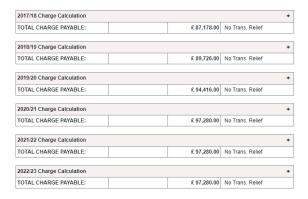


Scenario Planner

The left table is the scenario planner where different locations, rateable values and alterations can be calculated.



Once the location, rateable value as at 31/03/2017, rateable value as at 01/04/2017 and any alterations have been entered, click the Re Calc button to display the overall value for each subsequent year.

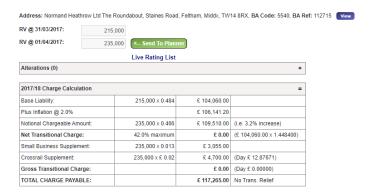


Each year can be expanded to display the breakdown of the calculated total charge payable.



Live Rating List

The table on the right is actual data from the VOA relating to a specific hereditament and therefore the values are fixed and cannot be altered. However, this data can be sent to the scenario planner where additional alterations can be applied and calculated.



Reports

Each of the reports have customisable criteria. The different criteria options will depend on the report type.



Turn on (green) or off (red) the number of sections to display Each report section can be searched for any characters within any field Each report section can be exported to Excel, PDF or printed

By default the report will run for the latest VOA data. To expand or alter the search to other alteration publications dates change the From and To dates.

Each report can then have additional criteria applied Additional criterial will be displayed next to the More Criteria button.

More Criteria BACode=1710, 1780 AND RateableValue BETWEEN 1,000,000 And 1,500,000

Valuation Scheme Changes

Shows hereditaments where the Valuation Scheme in an Alteration Schedule differs from the Valuation Scheme shown for the current live entry in the Valuation List. Lists of hereditaments remaining in the previous scheme and those currently in the new scheme may also be inspected.

The default report shows changes made in the most recent alteration schedule, but reports may also be run based on schedules issued in any week since November 2012. All scheme changes in a rating period may be retrieved based on any combination of geographical, descriptive or RV criteria.

Valuation Tone Changes Within Scheme

Show hereditaments where the Unadjusted Price in an Alteration Scheme differs from the Unadjusted Price in the current live entry for the selected Valuation List although the Valuation Scheme Reference has not changed. The complete list will be retrieved and you will be told the number of records found. You will then have the opportunity of filtering the list in various ways, or of limiting to records on your watch-lists.

Reports may be run, based on Alteration Schedules issued by the VOA in any week since November 2012 or for a selected BA or postcode for the entire rating period. Results can be displayed in preview mode, for printing or saving as PDFs, as an Excel spreadsheet or as a screen list for drill-down to individual records. The Show Me button allows inspection of the current £/M² price of other members in any selected scheme. 'List' shows the full RatesData© entry for any record in a selected scheme.

Potential Material Changes

Shows RV deletions published on any selected Schedule date, or within a selected date-range, where the hereditaments had a positive RV in both the current and the previous rating period. Two reports are available, showing either changes effective on 1st April 2017, or those effective on any date post 1st April 2017 (and similarly for 2010). The full selection of filters is available."

Deletions from Rating List

Shows RV deletions at a selected Schedule date where the hereditaments had a positive RV in both the current and the previous rating period.

Also offers the ability to identify all deletions in one of the three available rating lists filtered either by Billing Authority or Postcode Sector. Similar analysis of the 2000 and 1995 lists is available by special arrangement.

Newly Created Hereditaments

Shows hereditaments which have been newly created as the result of physical redevelopment, or where new BA Reference Numbers have been created as a result of splits or mergers. The full selection of filters is available.

Reductions to Zero

Shows hereditaments which have been newly created as the result of physical redevelopment, or where new BA Reference Numbers have been created as a result of splits or mergers. The full selection of filters is available.

Historic, Never Current (Status 4) Assessments

Provides a list of Alteration Schedules published on any selected date where the assessment's Status has been set to 4. Such entries are used to insert missing entries into a re-assessment sequence, and can never, themselves, represent the current assessment. This overrides the maxim that the most-recent alterations schedule automatically becomes the 'Live' entry for the hereditament concerned.

NB: The tab-name for this report is showing as "Historic never current"

Schedules with Changed 'Total Area' Calculations

Shows hereditaments where the Total Area in a recent 2017 Alteration Schedule, effective 01/04/2017, differs from the Total Area shown for the closing live entry in the 2010 Rating List. Also shows 2010 Alteration Schedules having a different Total Area from that of the live 2019 entry at 31/03/2017. Alternative reports are available – where the Unit of Measurement is the same, and where it has been changed. Results can be filtered geographically, or by distracting them to entries in your Watch Lists.

End Allowances

Known to the VOA as 'Adjustments', End Allowances make it possible for them to vary the standard assessment of a hereditament where special circumstances apply. Such adjustments maybe temporary, to take account of such things as road works affecting access, or they may be permanent where possibly a shop has an inconvenient layout.

We have something over 700,000 end allowances on record, dating back to 2005, and the list is being changed at the rate of approximately 1,000 per week. The entire list may be searched, using geographical, occupational, or financial parameters, or you may just wish to inspect changes made in a selected week.

Schedules Affecting 'Watched' Hereditaments

This report identifies all Alteration Schedules, for all List Years, published during the current week, or in any of the preceding weeks back to November 2012, which relate to hereditaments in your Watch Lists. Alteration Schedules for the 2005 and 2000 lists are no longer being published. RatesData© continues to make all hereditaments in these lists available – users should use the 'VOA Website' hyperlinks provided, to satisfy themselves regarding possible recent alterations to pre-2010 lists.

'View' allows you to inspect a report listing a selection of fields from the relevant hereditaments, classified by Watch List or Client. The report may be printed on your local printer or saved as PDF and downloaded to any folder on your local PC. 'Excel' is more detailed, listing nearly all fields of the schedules retrieved, plus the 2010 or 2017 values they have changed from, all in downloadable spreadsheet format.

'Unwatched' Scheme Changes Possibly Impacting 'Watched' Hereditaments

The first report identifies 2010 and 2017 alteration schedules, published during the current week, or in any of the preceding weeks back to November 2012, which relate to hereditaments which are not in your Watch Lists, but which are in the same valuation schemes as entries in your watch lists.

The second report allows you to see a history of all unwatched changes relating to one or more selected hereditaments in a specified watch list. Due to the potential size of the output files, each hereditament has its own Excel workbook. The unwatched changes listed are grouped by the address of the property to which they refer and are shown in List Alteration Date order.

Again, for report-size reasons 'View' is currently unavailable. The 'Excel' files produced list nearly every field of the VOA alteration schedules retrieved, plus, where available, the 2010 or 2017 values they have changed from.

Rateable Value Changes

This report relates to the dashboard pie charts and displays the hereditaments within each of those criterions.

Upper Tribunal Cases Settled by Consent Order

This report identifies cases where one or other of the parties to a Valuation Tribunal decision referred the matter to the Upper Chamber, but the case was subsequently withdrawn prior to the hearing and settled 'by Consent'. Such cases are relatively rare but can give a useful insight into possible VOA concessions which would otherwise not be known about.

In each case, the report gives details of the hereditament, with its rateable value before and after settlement by Consent Order. All columns have filters and each settlement has a hyperlink to the relevant entry on the VOA website.

List Line Entry Comparison

Alterations to line entry descriptions.

No Change in RV

Hereditaments where there has been no change in Rateable Value for the given rating period(s).

Retrospective Effective Date

This report will show Hereditaments where there has been retrospective increase in Rateable Value with the effective date of the increase being the first day of the relevant revaluation period.

Price M2 Comparison

Shows the percentage discrepancy between the adopted price per square metre and the 'mainspace' rate, i.e. the rate applied to the principal floor area or line item.

Adopted RV Discrepancy

The rounding guidelines contained in the Rating Manual recommend that calculated RVs should be rounded down to determine the Adopted RV. This report shows changes where the adopted RV is higher than the calculated RV, or does not comply with the rounding rule.

2023 Deviation from 2017

Shows the percentage change between the closing 2017-List RV at 31/03/2023 and the compiled 2023-ListRV at 01/04/2023. Can be limited geographically, or by RV range, or by amount of percentage change.

RV Change Statistics

Allows fine tuning of the deviation statistics within a selected rating list. Offers multiple selection criteria, plus the ability to drill-down to individual hereditaments by Use Category and Sub-Category

Publications

This is a library of external documents relating to rating information and legislations that may be of interest.

Business Rates Information Letters

We hold a complete set of BRILS, issued by the Department of Levelling Up and its predecessors, dating back to 1997. Also a few Practice Notes and Consultation Papers of relevance to Business Rates. The titles are searchable.

Statutory Instruments

A comprehensive library of 900+ business-rates-related Statutory Instruments dating back to 1960. Searchable by title, and retrievable either as a PDF of the original document, or in the form of a link to the relevant entry in the National Archives, which will include any subsequent amendments.

Acts of Parliament

A library of some 230 Acts considered to be relevant to business rates, the full text of any of which can be instantly retrieved in PDF format. Searchable by title.

Central Rating List

The central rating lists contain the rating assessments of the network property of major transport, utility and telecommunications undertakings and cross-country pipelines. There are separate lists for England and Wales, with a combined RV of c£4bn. Downloadable in PDF or Excel format.

VTS 'Valuation in Practice' Newsletter

Published roughly four times a year by the Valuation Tribunal Service, with news of their activities and comments on the outcome of important appeals. Immediate access to the 8 most recent newsletters, with hyperlinks to all previous issues back to the start of publication in February 2006

VOA Rating Manual

This will open a new tab pointing directly to The Valuation Office Agency's (VOA) technical manual for the rating of business (non-domestic) property.

VOA Codes & Descriptions

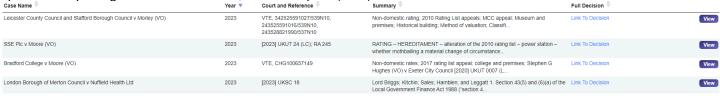
By popular demand a directory (reference library) of BA Codes, Case Types, Change Codes, PSD Codes & Settlement Codes are available to view.

Index of Case Law

The RatesData Case Law Index, compiled over many years by a practising rating surveyor, is a unique and continuously updated list going back to the year of 1584 with over 10,000 legal decisions which have, or may have, a bearing on non-domestic rating considerations. The summary provides a searchable commentary on the subject and content of each decision.



You can use the search facility to add filter the records or apply more criteria and re-run the report. You also have the options of exporting the records to Excel, PDF or to print (PDF).





Clicking on view will display the full case law details.

When viewing the case law details you can copy the contents to your clipboard for easy pasting to your chosen application.

VT Decisions

This new feature allows you to search any valuation tribunal decisions. The first screen will show you the 10 most recent published:

	4.									
Case Number 🖣	BA Code	BA Reference	List Year 🖣	Decision Date 🔻	Agent Name	Summary 🖶	Decision Text 🗣	Decision 🖣		
VT00018144	4215	2111593	2017	01/02/2024	Montagu Evans	THE VALUATION TRIBUNAL FOR ENGLAND / Transitional Relief Certificate appeal – value of property as at 1 April 2017 certificate succeed for transitional relief purposes as entry in 2017 rating list could not be amended – tonal evidence – appeal allowed in part. RE: G M P T E Bus Shelter (EB0125), Opp 107 Piccanlily, Manchester M1 2D8 APPEAL.		Allowed In Part	View	New
CHG100915232	4705	9014565	2017	01/02/2024	Altus Group		Appeal dismissed. The panel determined the Rateable Value (RV) of Trico VE Ltd, Castlefields Lane, Bingley, BD16 2AB (the subject premises*) at £54,500 with effect from 1 April 2017.	Dismissed	View	New
CHG100865927	5750	00000420306051	2017	01/02/2024	Altus Group		The appeal was allowed and the assessment was determined at £178,000 with effect from 10 May 2019.	Allowed	View	New
CHG100828108	5300	12205001600001	2017	01/02/2024	Altus Group		The appeal was dismissed. The panel determined a tone of value of £105 per m² for the subject hereditament has reasonable and confirmed the RV at £133,000 with effect from 5 December 2017.	Dismissed	View	New

To find specific valuation tribunal decisions use the document contains fields to narrow the search criteria.

Document Text Contains	and	

VOA Latest News

This is the latest 20 publications from the VOA or you can click on the link to go to the VOA website for the full listing.

VOA News / Publications
This page shows the most recent 20 publications from the VOA. (Last updated: 4 Feb 2024 14:12)
If you wish to see the full list, then please visit this link.
Council Tax challenge form (New)
Forms and guidance notes for challenging your Council Tax band in England and Wales.
Updated: 2 Feb 2024 15:13
Valuation Office Agency – Statistics at VOA №w
The Valuation Office Agency (VOA) publish official statistics on non-domestic rating and Council Tax.
Updated: 1 Feb 2024 12:14
Non-domestic rating: challenges and changes, 2017 and 2023 rating lists, September 2024 Statistics on checks and challenges against the 2017 and 2023 local rating lists at 30 September 2024.
Updated: 1 Feb 2024 12:03

Watch Lists

Watch-lists are one of the most popular features in RatesData and are used for all sorts of different purposes. Users with business-rates-responsibility for a portfolio of properties often put the whole lot into a watch-list, to get automatic notification of any changes. Such notifications are fast - typically we email you, with full details and a hyperlink to the live entry, within 30 minutes of release by the VOA.

These are created by you to 'watch' personal hereditaments of interest and to receive immediate notifications of VOA alterations. Your watch-lists can be Static, such a fixed list of hereditaments you have specified, or Dynamic, where the content changes to match certain selection criteria, e.g. "All office hereditaments in Greater London with an RV of £3m or more". With both types of list, we tell you every time a change is made, and for dynamic lists, we also provide full details of the records added and deleted whenever changes occur.

Add/Edit Watch List

Click on New Watch List to create one or click an existing watch list to edit it.

Specify a name for the Watch List and Ranking. Note the ranking choice allows you to configure (via your profile in the account menu) which Watch Lists your would like to be notified of.



Choose if you want the Watch List to be Static or Dynamic.

Static Watch List

Select whether you are entering BA references or UARNs and type the relevant details into the box below. For bulk imports copy and paste a list of hereditament BA references or UARNs from excel, word or a comma separated list.

Reference not found

If a reference cannot be found the system will display the following message:

The following BA Reference Numbers were NOT found from your submission; 123456789xyz, 123456789zyx

Duplicate references

In the example below the system has identified two duplicates within the list therefore only 26 of the 28 hereditaments will be imported.



Duplicate BA code for a reference

There can be occasions where the import routine identifies a BA Reference Number as occurring in more than one Billing Authority. To choose the correct hereditament use the dropdown to display the multiple records and select as required.



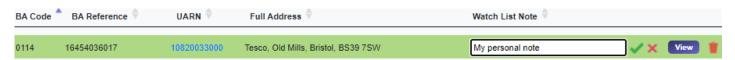
Dynamic Watch List

Enter the criteria for your Watch List such as a RV value, a specific scheme reference (or references) or any other criteria that you would like to keep an eye on. For example to watch 2 scheme references, then you could do the following:



Watch List Note

You can add notes against each hereditament within a watch list. These notes are unique to that hereditament within this specific watch list only. These notes will also be displayed on the hereditament detail tab.



Hereditament Details / Watch Lists Tab

Whilst viewing Hereditaments you can quicky identify if it is contained within any Watch List. Click on the green tick to remove if from a specific Watch List or click the dashes to add it to the required Watch List.



Export Data

In addition to the excel downloads within RatesData© this facility allows you to export records in various custom formats using criteria you specify. Once designed the export can be saved for future uses.

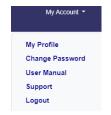


User Manual

A PDF of the RatesData manual that gets reviewed weekly and then published with any system changes or new features. The last publication review date is noted on the title page.

To quickly move to a topic click on the title within the table of contents.

My Account



The profile screen allows you to view login information and amend or add personal details. There are also customisable settings to enhance your user experience.

Nickname

A User's Menu

Specify the name displayed at the top of the menu.

Session Timeout

30 ▼ Mins

By default, session timeouts (the amount of time that the active login will remain open) is set to 240 minutes. This can be altered on a per user basis from five minutes to four hours. The session timer can be found in the bottom right hand corner on any screen within the Client Area 224 mins

Record Nav Style

Toggle between arrows or buttons for navigation the search screen results



Change Password



To reset a password enter your current password followed by the new password and confirmation.

Note: passwords need to be a minimum of 8 characters and contain at least one UPPERCASE character (A - Z) and 1 numerical character (0 - 9)