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### Overview

This standard is about maintaining the authority's records in the local taxation property database for council tax, domestic rates in Northern Ireland and non-domestic rates. This involves: creating records of new properties; amending records when properties change; maintaining effective relationships with other relevant offices, particularly the valuation office and assessors. Essentially, this function is all about receiving information, processing it, passing it out to other offices, and then updating records as necessary.

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**Performance  
criteria**

- You must be able to:
- P1 establish the correct address, configuration and use of all new properties
  - P2 establish completion dates for new properties where required
  - P3 add new properties onto the records system
  - P4 analyse and evaluate all information received from internal and external sources to identify changes to properties
  - P5 liaise with the valuation office (England and Wales), Assessor (Scotland) and/or other offices, departments or agencies as required to maintain accuracy of information and resolve discrepancies
  - P6 arrange the inspection of new or altered properties if required
  - P7 amend property records as required, based on information received

**Knowledge and understanding****The Taxation Environment****You need to know and understand:**

- K1 the differences, for local taxation purposes, between new, altered and existing property
- K2 the role of the valuation office (England and Wales) or Assessor (Scotland)
- K3 the regulations relating to the administration and alteration of valuation and local taxation lists
- K4 the form, function and service of completion notices
- K5 the regulations relating to valuation tribunals and appeals
- K6 the presence, if any, and impact of changes to legislation and any transitional arrangements where relevant
- K7 the principles of how a property is valued
- K8 the relationship between billing authority and the valuation office (England and Wales) or Assessor (Scotland)

**The Organisation****You need to know and understand:**

- K9 the processes for arranging property inspections where required
- K10 procedures for maintaining records of properties
- K11 procedures for complying with relevant data protection legislation

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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Financial Skills Partnership
<b>Original URN</b>	LT1
<b>Relevant occupations</b>	Accounting and finance; Finance
<b>Suite</b>	Administration of Local Revenues and Benefits
<b>Key words</b>	Local revenues administration; maintain records of properties; establish liabilities and amounts due; implement billing and collection procedures; recover and enforce sums overdue

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