

# Rate Account; Third Party Authorisation Form



Land &  
Property  
Services  
Seirbhísí  
Talún agus  
Maoine

In order to safeguard your data and fulfil our obligations under the Data Protection Act 1998, we will only enter into a discussion about your rate account with you or with a third party you nominate to act on your behalf. You can use this form to authorise a third party to act on your behalf, or to update or remove authorised third parties.

## SECTION 1 – RATEPAYER DETAILS

Please provide details relating to the property in question:

Name on Rate Account

Occupancy ID

Account ID

Ratepayer ID

Property Address

Postcode

Contact Number

Is this address to be used for correspondence? Yes ☐ No ☐

If **no**, please provide a correspondence address:

Correspondence Address

Postcode

Until further notified by me in writing, I give permission and authorise Land & Property Services to release and discuss any relevant details of my rate account with the individuals authorised in Section 2 and hereby confirm that they have the authority to act on my behalf.

**Please provide your name and signature to confirm that you are the ratepayer on this account and agree to the above authorisation.**

I confirm that I am the named ratepayer for the above account and agree to this authorisation.

**Name** (in BLOCK CAPITALS)

**Signed**

**Date**

DD/MM/YYYY

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## SECTION 2 – THIRD PARTY AUTHORISATION

Please provide details of the authorised person and the changes that you wish to make:

### I wish to:

☐ Add an authorised person    ☐ Replace an authorised person    ☐ Remove an authorised person

Surname (of authorised person)

First name(s) (of authorised person)

Property Address

Postcode

Contact Number (of the authorised person)

Relationship to ratepayer

### I wish to:

☐ Add an authorised person    ☐ Replace an authorised person    ☐ Remove an authorised person

Surname (of authorised person)

First name(s) (of authorised person)

Property Address

Postcode

Contact Number (of the authorised person)

Relationship to ratepayer

Once you have completed and signed this form please send it to your local Land & Property Services Office. You can find your local office address on page 3 of this form.

**For further information relating to this form: Dial 0300 200 7801 (Calls charged at Local rate)  
If outside NI, dial +44 28 9067 5501. Text Relay 18001 0300 200 7801**

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Once you have completed and signed this form please send it to your local Land & Property Services Office. **Identify the correct LPS Regional Rating Office:**

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## NORTH EASTERN REGIONAL RATING OFFICE

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<b>Ballymena office</b> for council districts Antrim and Newtownabbey, Mid and East Antrim	Academy House 121A Broughshane Street Town Parks BALLYMENA BT43 6HY	Email: <a href="mailto:northeastern.rating@lpsni.gov.uk">northeastern.rating@lpsni.gov.uk</a>
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## BELFAST REGIONAL RATING OFFICE

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<b>Belfast office</b> for council districts Belfast, Lisburn and Castlereagh, Ards and North Down	Lanyon Plaza 7 Lanyon Place Town Parks BELFAST BT1 3LP	Email: <a href="mailto:eastern.rating@lpsni.gov.uk">eastern.rating@lpsni.gov.uk</a> Email: <a href="mailto:belfast.rating@lpsni.gov.uk">belfast.rating@lpsni.gov.uk</a> (Belfast, Lisburn & Castlereagh councils)
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## NORTH WESTERN REGIONAL RATING OFFICE

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<b>Londonderry office</b> for council districts Causeway Coast and Glens, Derry City & Strabane	Orchard House 40 Foyle Street Londonderry BT48 6AT	Email: <a href="mailto:northwestern.rating@lpsni.gov.uk">northwestern.rating@lpsni.gov.uk</a>
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## SOUTHERN REGIONAL RATING OFFICE

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<b>Craigavon office</b> for council districts Armagh City, Banbridge & Craigavon, Newry, Mourne and Down	Marlborough House Central Way Tamnafiglassan CRAIGAVON BT64 1AD	Email: <a href="mailto:southern.rating@lpsni.gov.uk">southern.rating@lpsni.gov.uk</a>
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## SOUTH WESTERN REGIONAL RATING OFFICE

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<b>Omagh office</b> for council districts Mid Ulster, Fermanagh and Omagh	Boaz House 19 Scarffe's Entry Dergmoney Lower OMAGH BT78 1JE	Email: <a href="mailto:southwestern.rating@lpsni.gov.uk">southwestern.rating@lpsni.gov.uk</a>
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### Visits to LPS offices are by appointment only

You can find out more about this at <https://www.nidirect.gov.uk/lps-offices>



