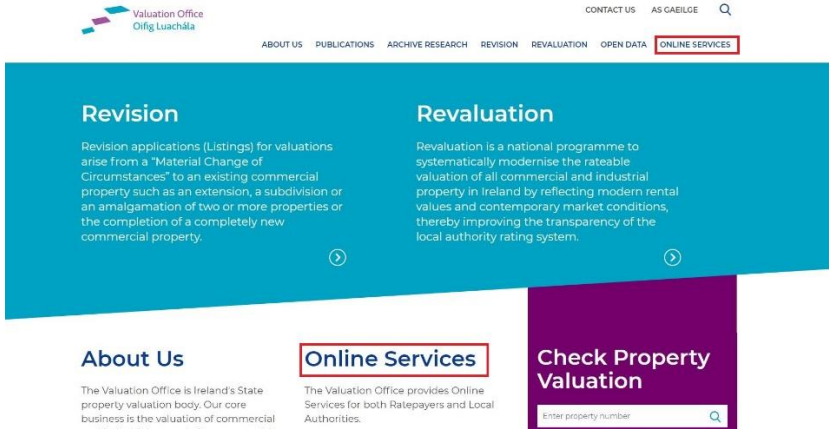
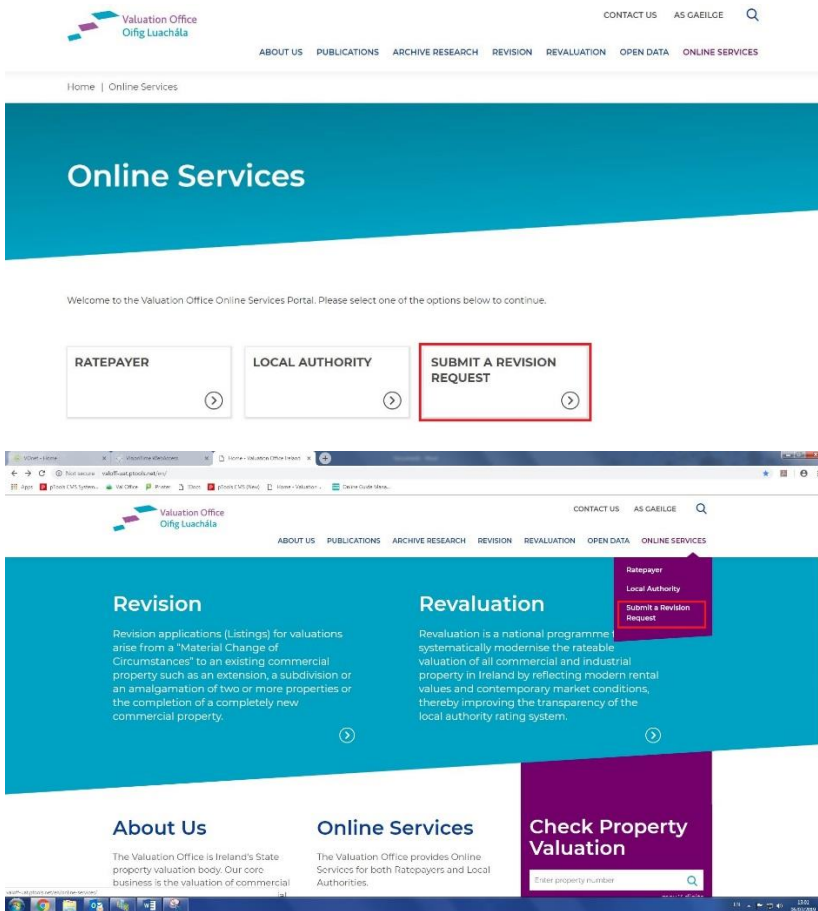


# How to Submit an Online Revision Request?

## 1. Click on Online Services



## 2. Select 'Submit a Revision Request' from the Online Services Landing Page or drop down menu



3. Search for the Property you want to submit for revision. You can either search by property number or by county

Enter property number if known or alternatively select County, Local Authority and then any of the other fields on the form to  
Click the "Search" button to begin.

**Search our valuation records**

Property Number max 7 digits

Select County

Select Authority

RESET SEARCH

4. Confirm the Property Details are correct and click 'Submit for Revision'

**Valuation List details for property number 123456**

Valuation List, pursuant to Section 23 of the Valuation Act 2001 for the rating authority area of County Council, published on 01/01/2000

Rating Authority	County Council
Valuation (€)	€10,000
Category	Office
Uses	Office
Address	1 Main Street County Town County

SEARCH AGAIN VIEW ON MAP SUBMIT FOR REVISION

**Additional Information**

Entry Last Updated

5. Fill in the revision form, tick declaration box, tick 'I am not a robot' and then click 'Proceed to Payment'. You will then be brought to the payment page.

You may upload supporting information such as plans, schedules of areas etc as a PDF, TIFF or JPG document only.  
(Upload limit: 25MB)

Upload

**1. Declaration\***

Tick box to make declaration

I as Applicant declare that a "Material Change of Circumstances" (MCC) in accordance with the provisions of the Valuation Act 2001 has taken place in respect of the property to which this application refers.

**Total Cost: €250**

**2.**  I'm not a robot reCAPTCHA

**3.** PROCEED TO PAYMENT