



The VOA is an executive agency of HM Revenue & Customs

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This request for information is a notice sent to you pursuant to powers granted to the Valuation Officer under paragraph 5(1) of Schedule 9 to the Act. You are required as the owner or occupier, to provide information regarding the property (see paragraph 5(2) of Schedule 9 to the Act). You may be prosecuted if you make false statements.

If any part of either address is wrong, please correct it.

Time limit

You must return this form within 56 days from the day you receive it. If you do not return this form within 56 days you will be liable to a penalty of £100 [see paragraph 5A(1) of Schedule 9 to the Local Government Finance Act 1988 ("the Act")].

You can download and complete this form online
Go to www.gov.uk/voa/formsofreturn and email the completed version to specialist.rating@voa.gov.uk

Why your information is important

The Valuation Office Agency assesses the rateable value of all non-domestic property. The basis of rateable value is the annual rent for a property as if it was available on the open market on a fixed date.

The information you provide on this form is used to help ensure that the assessment of rateable values is correct. Local authorities use rateable values to calculate rate bills.

Please note - We may contact you to provide evidence to support the information you provide on this form.

How to fill in this form

You may find it useful to have your lease or agreement to hand. Throughout this form:

- "the property" means the property or properties shown in the address panel above or any property or properties that fall into the class of properties specified in the address panel above
- where a date is requested, please give the exact date if you know it. If you do not know the exact date, just fill in the month and year boxes.

If, when filling in this printed form you need more space for any question, you can continue on a separate sheet. Please make sure any extra sheets you use:

- clearly show the relevant question number(s);
- are signed and dated; and
- are securely attached to this form.

Large Print

Large format print copies of this form are available on request from specialist.rating@voa.gov.uk

I believe that the information requested will assist me in carrying out functions conferred or imposed on me by or under part III of the Local Government Finance Act 1988 (concerning non-domestic rating), including compiling a new Rating List or maintaining an existing Rating List.

Valuation Officer

PART A - please give the following details

Please complete this form in black ink

1 Name of the person or company entitled to receive the income from the property (who operates the self-catering business)

2 Is the address shown on the front of this Notice correct?

No Yes

If **"No"**, state the correct full postal address including postcode

Post code

3 a) On what date did you first make the property commercially (with the intention to making a profit) available to let for self catering purposes?

dd : mm : yy

b) How many nights was the property commercially available for self-catering/holiday lettings for stays of 28 nights or less between 1 April 2022 and 31 March 2023?

Nights

During this period the property must have been commercially available to let for **at least 140 nights** to remain in the 2017 Rating List. To remain in the 2023 Rating List it must have been commercially available to let for at least **252** nights.

4 a) How many nights was the property commercially actually let, not just booked, for stays of 28 nights or less between 1 April 2020 and 31 March 2021?

Nights

b) How many nights was the property commercially actually let, not just booked, for stays of 28 nights or less between 1 April 2021 and 31 March 2022?

Nights

c) How many nights was the property commercially actually let, not just booked, for stays of 28 nights or less between 1 April 2022 and 31 March 2023?

Nights

During these periods the property must have been commercially let for **at least 70 nights** per year to remain in the 2017 Rating List. To remain in the 2023 Rating List it must have been commercially let for at least **182** nights per year.

5 a) Do you or your family occupy any part of the property as a main residence, or as a second home?

No Yes

b) Is any part of the property let for part of the year to students or others on a short-term basis?

No Yes

If you have answered "Yes" to either (a) or (b), list the occupiers' names and their address (where this is separately named or numbered) or describe the parts they occupy (continue on page 5 if necessary).

Please provide details and dates of letting.

6 Is any part of the property occupied by tenants or employees (e.g. caretaker, housekeeper) as their main permanent residence?

No Yes

Please list the occupiers' names and their address (where this is separately named or numbered) or describe the parts they occupy (continue on page 5 if necessary).

Please provide details and dates of letting.

7 How many nights are you intending to let the property commercially in the next 12 months (1 April 2023 to March 2024)?

Nights

If **251** nights or less, please provide a date of intention to stop.

dd : mm

PART A Continued - please give the following details

Please complete this form in black ink

8 Is the property available for commercial letting all year?
Yes If not, (for instance if a site is only open for a set period, for example March to October) then please provide details.

9 Do you advertise?
No If yes, please provide details, e.g. website address and property reference/name on website and agent address and website.

PART B - please give the following details

Accommodation and letting details (Please complete boxes as appropriate or use a separate sheet of paper as necessary)

10 List the name and property details of each unit available at this address (i.e. flat 1, flat 2 and so on or Rose Cottage, Daisy Cottage).

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading		
<i>If you have completed the above, you'll need to provide booking information for this unit.</i>					Nights property was actually let	2022/23	2021/22	2020/21
					Nights it was available			

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading		
<i>If you have completed the above, you'll need to provide booking information for this unit.</i>					Nights property was actually let	2022/23	2021/22	2020/21
					Nights it was available			

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading		
<i>If you have completed the above, you'll need to provide booking information for this unit.</i>					Nights property was actually let	2022/23	2021/22	2020/21
					Nights it was available			

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading		
<i>If you have completed the above, you'll need to provide booking information for this unit.</i>					Nights property was actually let	2022/23	2021/22	2020/21
					Nights it was available			

Further information or remarks (if any)

Please provide further details here if there is insufficient room for you to complete answers to any of the preceding questions or if any question(s) require further explanation or clarification.

Question No.	Details

Please complete the declaration on Page 4 before you return this notice to me