



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The VOA is an executive agency of HM Revenue & Customs

[Large dashed box for address information]

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")].

If you don't reply to this request for information within 56 days your property will be moved to the Council Tax list.

You can **download** and complete this form **online**

Go to [www.gov.uk/voa/formsofreturn](http://www.gov.uk/voa/formsofreturn) and email the completed version to [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk)

### 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](mailto:specialist.rating@voa.gov.uk)

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.

### 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.

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)

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.

**2** Is the address shown of 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

*(continue on page 3 if necessary)*

If the answer is **140 nights or more** continue to Q4, if it is **139 nights or below** go to declaration.

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

Nights

If the answer is **70 nights or more** continue to Q5, if it is **69 or below** nights go to declaration.

**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**

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

dd : mm

**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)

Enter the relevant information for year ending 31 March 2023. If you have different accounting periods, please include all accounting information between 1 April 2022 - 31 March 2023.

If you need to provide details of more than 5 properties, please use the further information page at the end of the form. Please include all information that is asked for in Q10. Alternatively, you can contact us at specialist.rating@voa.gov.uk or on 03000 501 501 to request a bulk submission. Please be aware if you are submitting a bulk request you will continue to receive reminders for each individual property until the submission is returned.

**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
						Date   Month   Year 20 --
						<b>Year End **</b>
						<b>Nights it was available</b>
						<b>Nights property was actually let</b>
						<b>Total income (excl VAT) £</b>
						<b>Rate per night (or week) should include peak and low</b>
						Peak   Low
						<b>Date 70 nights achieved</b>

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading
						Date   Month   Year 20 --
						<b>Year End **</b>
						<b>Nights it was available</b>
						<b>Nights property was actually let</b>
						<b>Total income (excl VAT) £</b>
						<b>Rate per night (or week) should include peak and low</b>
						Peak   Low
						<b>Date 70 nights achieved</b>

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading
						Date   Month   Year 20 --
						<b>Year End **</b>
						<b>Nights it was available</b>
						<b>Nights property was actually let</b>
						<b>Total income (excl VAT) £</b>
						<b>Rate per night (or week) should include peak and low</b>
						Peak   Low
						<b>Date 70 nights achieved</b>

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading
						Date   Month   Year 20 --
						<b>Year End **</b>
						<b>Nights it was available</b>
						<b>Nights property was actually let</b>
						<b>Total income (excl VAT) £</b>
						<b>Rate per night (or week) should include peak and low</b>
						Peak   Low
						<b>Date 70 nights achieved</b>

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading
						Date   Month   Year 20 --
						<b>Year End **</b>
						<b>Nights it was available</b>
						<b>Nights property was actually let</b>
						<b>Total income (excl VAT) £</b>
						<b>Rate per night (or week) should include peak and low</b>
						Peak   Low
						<b>Date 70 nights achieved</b>

Unit Name	Single bedrooms	Double bedrooms	Number of bathrooms	Other accommodation	Max number of persons	Tourist board/grading
						Date   Month   Year 20 --
						<b>Year End **</b>
						<b>Nights it was available</b>
						<b>Nights property was actually let</b>
						<b>Total income (excl VAT) £</b>
						<b>Rate per night (or week) should include peak and low</b>
						Peak   Low
						<b>Date 70 nights achieved</b>



**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**