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 of the act. You are required as the owner or occupier, to provide information regarding the property (see paragraph 5(2) of Schedule 9 of 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 bill.

**Large Print**

Large format print copies of this form are available on request. Please phone, email or write using the contact details opposite.

**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.

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of current occupier</td>
</tr>
</tbody>
</table>
| 2 | a) is the address shown of the front of this notice correct?  
   Yes [ ]  No [ ]  
   If “No”, state the correct full postal address below |
|   |   |
| 3 | When did you first occupy the property? |
|   |   |
| 4 | What is the present use of the property?  
   [ ] Hotel  
   [ ] Health farm  
   [ ] Lodge/restaurant  
   [ ] Conference centre  
   [ ] Holiday centre  
   [ ] Other (specify) |

**PART B** - please give trading receipts and expenditure for last 3 financial years, or since occupation commenced

A computer printout of these details may be attached, or alternatively, if it is more convenient, you may supply copies of accounts, management statements, or profit and loss accounts. If the accounts do not relate to a whole year, or if you were not trading continuously, state the relevant number of weeks.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 7 | Turnover (excluding VAT) for year ending  
   i) Accommodation/Rooms  
   - average occupancy rate  
   ii) Food excluding wines and liqueurs  
   iii) Intoxicating liquor  
   iv) Other receipts including hire of function/conference rooms and telephones  
   v) Total Sales Revenue  
   [ ] Cost of Sales  
   i) Accommodation/Rooms  
   ii) Food  
   iii) Intoxicating liquor  
   iv) Other receipts including hire of function/conference rooms and telephones  
   v) Total Cost of Sales |

Please complete this form in black ink
### PART B - Continued

#### (c) Gross Profits
If departmental cost of sales are given in answer to question 7(b) departmental gross profits need not be completed

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Accommodation/Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) Intoxicating liquor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Other receipts including hire of function/conference rooms and telephones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v) Total Gross Profits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### (d) Total Payroll Costs
*(ie wages and salaries, NI and pension contributions)* excluding any Head Office staff costs

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Managers and Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Directors’ remuneration <em>(if applicable)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### (e) Variable Operating Expenses
excluding mortgage/loan interest, rent, insurance or depreciation or any contribution to Head Office expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Energy and utilities <em>(if applicable)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Cleaning and laundry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) Building maintenance and repairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Repairs and renewal of fixtures and fittings, equipment etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v) Advertising, marketing and promotions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi) Administration and sundries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vii) Entertainment <em>(ie hiring artistes etc)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>viii) Other <em>(specify)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ix) Total Variable Operating Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### (f) Fixed Operating Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Rent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Business Rates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Loan Interest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v) Depreciation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Year ending**

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>dd:mm:yy</td>
<td>dd:mm:yy</td>
<td>dd:mm:yy</td>
</tr>
</tbody>
</table>
PART B - Continued

Year ending

<table>
<thead>
<tr>
<th></th>
<th>dd:mm:yy</th>
<th>dd:mm:yy</th>
<th>dd:mm:yy</th>
</tr>
</thead>
</table>

(g) Other Costs
All other costs not included elsewhere that have been deducted before calculating the Net Profit given at 7(h) below

i) Contributions to Head Office

<table>
<thead>
<tr>
<th></th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
</table>

ii) Other (specify)

<table>
<thead>
<tr>
<th></th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
</table>

(h) Net Profit

i) Total net profit (in figures)

<table>
<thead>
<tr>
<th></th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
</table>

ii) As percentage of total sales revenue

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
</table>

(i) If USAH (Uniform System of Accounts for Hotels) has been modified, not adopted or you wish to clarify any accounting policy; any annual figures include abnormally high/low revenues or expenditure; or there are any relevant matters describe below

PART C - please answer questions (a) and (b), and if “Yes” to either give details

8

a) Are any payments received in lieu of trading receipts (eg by way of concession or franchise agreement)?

No ☐ Yes ☐

b) Is any rent received from letting other parts of the property (including advertising rights, stations or hoardings)?

No ☐ Yes ☐

If “Yes”, state number of lettings (If more than two lettings, give similar information on a separate sheet which must be signed and dated.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Use:</th>
<th>Name of operator/tenant:</th>
<th>Correspondence address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post code</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current annual rent or payment (excluding VAT)

<table>
<thead>
<tr>
<th></th>
<th>£</th>
</tr>
</thead>
</table>

Date when fixed

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

Has rent/payment from this source been included in the receipts given at Q7a above? No ☐ Yes ☐

Does the rent include amounts for rates? No ☐ Yes ☐ outside repairs? No ☐ Yes ☐ inside repairs? No ☐ Yes ☐

Property insurance? No ☐ Yes ☐

Current annual rent or payment (excluding VAT)

<table>
<thead>
<tr>
<th></th>
<th>£</th>
</tr>
</thead>
</table>

Date when fixed

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

Has rent/payment from this source been included in the receipts given at Q7a above? No ☐ Yes ☐

Does the rent include amounts for rates? No ☐ Yes ☐ outside repairs? No ☐ Yes ☐ inside repairs? No ☐ Yes ☐

Property insurance? No ☐ Yes ☐

The remainder of this Notice applies only to occupiers paying a rent or who have a lease, tenancy or agreement. If this is not applicable please complete the declaration on page 7 and return this Notice to me.
PART D - if you pay a rent, or have a lease, tenancy or agreement please answer Q9, and if applicable, Q10

9  a) Did the tenancy, lease or agreement commence within the last 3 years?   No ☐ Yes ☐
   b) Has the rent been agreed, reviewed or altered within the last 3 years?   No ☐ Yes ☐
   c) Is the rent currently under review, or is a new lease/agreement being negotiated?   No ☐ Yes ☐

If you have answered “Yes” to one or more of these questions, go to Part E. Questions 11-30 should be completed.

10  This question should only be completed if you have answered “No” to questions 9(a), (b) and (c) above.
   a) Is the current rent payable due for review (other than by reference to turnover or RPI) within the next 12 months either under the terms of the existing lease or upon grant of a new lease?   No ☐ Yes ☐
   b) Date of next rent review/expiry of existing lease

No further information is required from you at this stage. Please complete the declaration on page 7 and return this Notice to me.

PART E - please give the following details

11  What is the current annual rent? £

16  Does the rent payable vary according to the gross or net turnover of the business?   No ☐ Yes ☐

If the answer is “Yes”, give details

17  Does the rent payable
   a) include proprietor’s, manager’s or staff living accommodation?   No ☐ Yes ☐
   b) include other property?   No ☐ Yes ☐
   c) relate to only part of the property?   No ☐ Yes ☐
   d) relate only to land (excluding buildings)?   No ☐ Yes ☐
   e) relate to a ‘shell’ unit (ie lessee had to fit out)?   No ☐ Yes ☐

If the answer is “Yes” to any of the above, give details

18  a) Was the current rent (ignoring indexation increases) fixed
   ☐ at the beginning of a new lease/agreement
   ☐ as an interim rent under the Landlord & Tenants Acts
   ☐ at a rent review
   ☐ on renewal of a lease/tenancy
   ☐ as part of a sale and leaseback transaction

   b) When was the rent actually agreed or set?

14  Is the rent shown at Q11 based upon open market value?   No ☐ Yes ☐

If “No”, tick appropriate box and give details
   ☐ a percentage of open market value
   ☐ an amount fixed when the lease was granted
   ☐ a percentage of turnover of the occupier’s business
   ☐ indexed to the RPI or another index
   ☐ stepped rent arrangement
   ☐ other (eg combination of the above)

Describe

15  Is the rent increased annually in accordance with changes in the RPI?   No ☐ Yes ☐
PART E - continued

19 Was the current rent fixed by
- Agreement
- Arbitration
- Independent expert
- A Court

20 Who is ultimately responsible for bearing the following costs? (either directly or by reimbursing the landlord/tenant by means of a separate payment)
- outside repairs
  - Landlord
  - Tenant
- inside repairs public and business areas
  - Landlord
  - Tenant
- building insurance
  - Landlord
  - Tenant

If responsibilities for any are shared, give details

21 Does the rent shown at Q11 include any trade services provided by the landlord? (eg maintenance of trade fixtures and fittings, cellar services, marketing, staff training etc)
- No
- Yes

If “Yes”, and where specifically itemised, what sum is included in the rent (exc VAT)?

£

Describe services provided

22 Does the rent shown at Q11 include trade fixtures and fittings, plant and machinery, furniture and other equipment belonging to the landlord?
- No
- Yes

If “Yes”, and where specifically itemised, what sum is included in the rent (exc VAT)?

£

23 a) When did the current lease or agreement begin? (whether or not it was granted to the present occupier)

Day
Month
Year

b) How long was it granted for?

Years
Months

24 Was a former lease or agreement surrendered early as a condition of the present one being granted?
- No
- Yes

25 a) At what intervals is the rent reviewed under the terms of the lease/agreement? (other than indexation to variations in rates or services)

b) When is the next rent review (excluding indexation) due?

Day
Month
Year

26 Can the rent be reduced on review under the terms of the lease/agreement?

No
Yes

27 Were any tenants’ additions or improvements disregarded at the time the rent stated at Q11 was agreed or determined? (eg fitting out ‘shell’, restaurant extension, car parking)

No
Yes

If “Yes”, describe

28 Did you pay a capital sum or premium for your lease or agreement (either to landlord or previous lessee) ignoring tenants inventory?

No
Yes

29 Did you receive any payment when the lease was granted (if the rent has not been reviewed in the lease), or following assignment of the lease or agreement?

No
Yes

30 Are there any legal or planning restrictions, unusual terms or conditions in the lease or agreement etc that may have affected the rent payable? (eg break clause; contracting out of Landlord and Tenant Act rights etc)

No
Yes

If “Yes”, describe
To the best of my knowledge and belief the information I have given in this form and any attachments is correct and complete.

Signature

Name in CAPITALS

Date

Position

I am the

Occupier ☐ Owner ☐ Lessee ☐ Occupier’s Agent ☐ Owner’s Agent ☐ Lessee’s Agent ☐

Daytime telephone no. Email address

PART G - Contact Details

If you would like us to either contact you at a different address or contact someone else if we have any queries about this form, please give details here.

Name in CAPITALS

Daytime telephone no. Email address

Correspondence address

Post Code

Please return to: Valuation Office Agency, Crown House, 60 Crown Street, Halifax, West Yorkshire HX1 1HY

The Valuation Office is an Executive Agency of HM Revenue & Customs, which is a Data Controller under the Data Protection Act. We hold information for the purposes of taxes and certain other statutory functions as assigned by Parliament. The information we hold may be used for any of the Valuation Office Agency’s functions.

We may get information about you from others, such as other government departments and agencies and local authorities. We may check information we receive from them and also from you, with what is already in our records.

We may give information to other government departments and agencies and local authorities but only if the law permits us to do so, to check the accuracy of information, to prevent or detect crime and to protect public funds.

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 foregoing questions or if any question(s) require further explanation or clarification

Question No. Details

Please complete the declaration on above before you return this notice to me
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 foregoing questions or if any question(s) require further explanation or clarification

<table>
<thead>
<tr>
<th>Question No.</th>
<th>Details</th>
</tr>
</thead>
</table>

Please complete the declaration on Page 7 before you return this notice to me