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

The Valuation Office is an Executive Agency of HM Revenue & Customs

[Empty 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")].

### 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.

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.

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 current occupier

**2** Is the address shown of the front of this notice correct?

No  Yes

If "No", state the correct full postal address below

**Post code**

**3** When did you first occupy the property?

Day	Month	Year

**4** a) Do you hold a tenancy, lease or agreement to occupy?

No  Yes

If "Yes", name and address of landlord

**Post code**

b) Other than contractually, are you connected to the landlord in any way?

No  Yes

If "Yes", state the relationship

**PART B - please give trading receipts for last 3 financial years**

If the accounts do not relate to a whole year, or if you were not trading continuously, state the relevant number of weeks.

**5** Accounting year ending

dd:mm:yy	No. of weeks	dd:mm:yy	No. of weeks	dd:mm:yy	No. of weeks
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Give details of gross receipts (excluding VAT) from the following sources

**a) Gate Receipts**

Home League Gate Receipts	£	£	£
Home Cup Gate Receipts <i>(including European competitions)</i>	£	£	£
Season tickets	£	£	£
Executive boxes	£	£	£

**b) Membership Schemes/Subscriptions**

	£	£	£
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**c) Catering** In house

	£	£	£
--	---	---	---

Franchises/concessions

	£	£	£
--	---	---	---

**d) Sponsorship**

	£	£	£
--	---	---	---

**e) Advertising**

	£	£	£
--	---	---	---

**f) TV and Radio**

	£	£	£
--	---	---	---

i) Receipts from Sky / BBC / ITV / Channel 5 agreements, and TV income in respect of European competitions

	£	£	£
--	---	---	---

ii) Receipts from local agreements

	£	£	£
--	---	---	---

**g) Royalties from merchandise**

	£	£	£
--	---	---	---

**h) Shops** gross  net

	£	£	£
--	---	---	---

**i) Programme Sales** gross  net

	£	£	£
--	---	---	---

**j) Betting - franchises/concessions**

	£	£	£
--	---	---	---

**k) Lottery**  
*(net of prizes and any sellers' commission)*

	£	£	£
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**PART B - Continued**

	dd:mm:yy	dd:mm:yy	dd:mm:yy
l) Car Parks (where not separately assessed)	£	£	£
m) Museum / Cinema etc	£	£	£
n) Receipts/distributions from central organisations (excluding any income already included above)	£	£	£
o) Donations	£	£	£
p) Markets, Car Boot Sales etc	£	£	£
q) Ground Share Arrangements	£	£	£
r) Other Receipts (excluding transfers)	£	£	£
s) Other Events (eg concerts, conferences, meetings)	£	£	£
please give details			

**PART C - please answer question, and if "Yes" give details**

**6** 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

Description

Name of operator/tenant

Correspondence address

Post code

Current annual rent or payment (excluding VAT)

£

When was this sum fixed?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the rent include amounts for

rates                      No       Yes                       outside repairs      No       Yes   
 property insurance      No       Yes                       inside repairs      No       Yes

Has rent/payment from this source been included in the receipts given at Q5 above?      No       Yes   
 (if more than one letting, give similar information on a separate sheet which must be signed and dated)

**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 5 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**

- 7**
- a) Did the tenancy, lease or agreement commence within the last 5 years?      No       Yes
  - b) Has the rent been agreed, reviewed or altered within the last 5 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 9-23 should be completed.**

**8** This question should only be completed if you have answered "No" to questions 7(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 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**No further information is required from you at this stage. Please complete the declaration on page 5 and return this Notice to me.**

**PART E - please give the following details**

**9** What is the current **annual** rent?  
 £

**10** Does the rent shown at Q9 include an amount for:

a) VAT? **No**  **Yes**

b) Non-domestic rates? **No**  **Yes**

c) Water charges? **No**  **Yes**

**11** When did the current rent first become payable by you or a previous occupier under the terms of the lease or agreement? (*disregard alterations solely due to changes in the amount of rates or services payable*)

Day	Month	Year

**12** Is the rent shown at Q9 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
- other (*eg combination of the above*)

Describe

**13** Does the rent payable

a) include occupier'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

**14** a) Was the current rent (*ignoring indexation increases*) fixed:

- at the beginning of a new lease/agreement?
- as an interim rent under the Landlord & Tenant 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?

Day	Month	Year

**15** Was the current rent fixed by

Agreement?  Independent expert?

Arbitration?  A Court?

**16** Who is ultimately responsible for bearing the following costs? (*either directly or by reimbursing the landlord/tenant by means of a separate payment*)

a) outside repairs  Landlord  Tenant

b) inside repairs  Landlord  Tenant

c) building insurance  Landlord  Tenant

If responsibilities for any are shared, please give details below:

**17** 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
-------	--------

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

**19** a) At what intervals is the rent reviewed under the terms of the lease/agreement?

b) When is the next rent review due?

Day	Month	Year

**20** Can the rent be reduced on review under the terms of the lease/agreement?  
**No**  **Yes**

**21** Were any tenants' additions or improvements disregarded at the time the rent stated at Q9 was agreed or determined? (*eg fitting out 'shell', restaurant extension, car parking*)

**No**  **Yes**

If "Yes", give details of the works, date of completion and, if completed within the last 5 years, the cost of the works

**PART E - continued**

**22** Did you pay a capital sum or premium for your lease or agreement (*either to landlord or previous lessee*)  
No  Yes

If "Yes", if the rent has not been reviewed since, give details of

a) amount of payment £

b) date of payment 

Day	Month	Year

**23** 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 surcharge payable in exchange for release for tie; break clause; contracting out of Landlord and Tenant Act rights etc*)

No  Yes

If "Yes", describe

**PART F - Declaration**

**COMPLETE IN ALL CASES**

**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 

Day	Month	Year

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
	<p data-bbox="327 2063 1220 2092"><b>Please complete the declaration on Page 5 before you return this notice to me</b></p>

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