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

Address:

Reference number:

Please enter the address and reference number exactly as shown on the original form or letter. If the address needs any corrections, please type these separately in the address box.

### 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”).

### 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 rating list entry shown 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.

## 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 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 VOA uses the information provided by all businesses in England and Wales to set rateable values.

These are used by your local council to calculate your business rates bill.

Rateable values are based on the annual rent for a property as if it was available on the open market on a fixed date.

Providing this information helps us get the rateable value correct and ensures your local council can calculate accurate business rates for your business.

### How to submit this form

Please save your completed PDF and send it as an email attachment to: [specialist.rating@voa.gov.uk](mailto: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 - Either answer questions 2-10 below or, where you have supplied information on Notice VO6045, answer Q1 and give additional details where applicable.**

**1** Is the information in the enclosed photocopy (of the VO6045 recently completed by you) correct?

No  Yes

If "No", amend, sign and date any changes and return it with this completed Notice.

If any information was previously omitted from Part A, G or H of VO6045 give details in answer to relevant question below.

**2** Name of the current occupier:

**3** Is the address shown on the front of the form correct?

No  Yes

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

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

Day	Month	Year
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**5** What is the present use of the property? (Tick ALL boxes which apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Fleet Caravan Park   | <input type="checkbox"/> Residential Park |
| <input type="checkbox"/> Private Caravan Park | <input type="checkbox"/> Chalet Park      |
| <input type="checkbox"/> Touring Site         | <input type="checkbox"/> Holiday Centre   |
| <input type="checkbox"/> Other (specify)      |   |

**Lettings - 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)

If "Yes", state number of lettings

No  Yes

Description

Use

Name of tenant

Correspondence address

Current annual rent or payment (excluding VAT)

£

Date when rent fixed:

Day	Month	Year
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Does the rent include amounts for:

rates?

No  Yes

outside repairs?

No  Yes

property insurance?

No  Yes

inside repairs?

No  Yes

(If more than one letting, give similar information on a separate sheet which must be signed and dated.)

**Tenure - Please give the following details**

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

No  Yes

If "Yes", name and address of landlord:

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

No  Yes

If "Yes", state the relationship:

**8** What is the current annual rent?

£

**9** 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
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**10** Does the rent payable:

a) include other property?

No  Yes

b) relate to only part of the property?

No  Yes

c) relate only to land? (excluding buildings)

No  Yes

If the answer is "Yes" to any of the above, give details:

**Part B - Should be completed in all cases - please give the following details:**

- 11** Does the current rent include an amount for
- a) VAT? No  Yes
- b) Non-Domestic Rates? No  Yes
- c) Water Charges? No  Yes

**12** If the answer to Q11(a) is "Yes", state the amount of VAT included in the rent

£

- 13** 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?

When was the rent actually agreed or set?

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

Is the rent currently under review, or is a new lease/rent being negotiated?

No  Yes

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

No  Yes

- 14** Was the rent fixed by:
- Agreement?  Independent Expert?
- Arbitration?  A Court?

- 15** a) When did the current lease or agreement begin? (*whether or not it was first granted to the present occupier*)
- b) How long was it granted for?
- |                      |                      |
|----------------------|----------------------|
| Years                | Months               |
| <input type="text"/> | <input type="text"/> |

- 16** a) At what intervals is the rent reviewed?
- b) When is the next rent review due?
- |                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 17** Does the rent payable:
- a) relate to bare land only? No  Yes
- b) relate to developed land? No  Yes
- eg by provision of services, access roadways, hardstandings etc*
- b) include any structure or buildings? No  Yes

If you answer "Yes" to (b) or (c) above, give details:

- 18** Is the current rent paid based on open market value? No  Yes

If "No", please give details of the basis of calculation:

- 19** Who is ultimately responsible for the following costs in respect of any buildings included in your lease:
- a) outside repairs?  Landlord  Tenant
- b) inside repairs?  Landlord  Tenant
- c) building insurance?  Landlord  Tenant

**20** Are any services provided by the landlord? No  Yes

If "Yes", please give details including any sum included in the rent (*excluding VAT*):

- 21** Does the rent include an amount for the use of trade fixtures, fittings, plant & machinery, furniture? No  Yes

If the answer is "Yes", give details including the amount payable if known to you:

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

(If "No", go to question 23)

a) The annual rent under the surrendered lease or agreement (*excluding VAT*) is

£

b) The term unexpired at the time of surrender was

- 23** Were you given a rent free period or any payment or other benefits when the lease or agreement was granted? No  Yes

Was a capital sum or premium paid by or to the occupier in respect of the lease or agreement? No  Yes

If either answer is "Yes" and if the rent has not been reviewed since, give details of any rent free period or of any amount paid by or to the tenant:

## Part B - Continued

- 24** Have any alterations or improvements been carried out by you (or by a previous occupier) under the same lease?

No  Yes

If the answer is "Yes", please give details (eg cost of the works and date completed):

Are/were any works required to be carried out as a condition of the present tenancy or agreement by the tenant?

No  Yes

Give details if any tenants' additions or improvements were disregarded at the time the rent was agreed or determined

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

No  Yes

If "Yes", give details

## 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
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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, Durham Customer Service Centre, Wycliffe House, Green Lane, Durham DH1 3UW or if completing digitally, save the PDF and return as an email attachment to [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk)

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.