

Please complete this form in black ink.

Do you carry on any business operation by way of concession, franchise or other agreement in respect of:

- (a) CATERING **No** **Yes** If “**Yes**” please complete **Part A** below
 (b) LETTING ACCOMMODATION **No** **Yes** If “**Yes**” please complete **Part B** below
 (c) ANY OTHER ACTIVITY **No** **Yes** If “**Yes**” please complete **Part C** below

If the answer is “**Yes**” to (a), (b) or (c), please give the following details

PART A - CATERING

1 Are the **total** receipts from all catering sources declared in the accounts of the main business carried on at this property?

No **Yes**

(If “**Yes**” proceed to **Part B**, or **Part C**, where applicable)

2 Do you make a payment to your landlord, brewer, licensee or any other person in order to carry on the catering operation at the property?

No **Yes**

If “**Yes**”,

a) what is the current sum payable excluding VAT? £

b) when was this amount agreed?

Day	Month	Year
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3 a) Do you make a separate payment for

- i) Electricity **No** **Yes**
 ii) Gas **No** **Yes**
 iii) Water **No** **Yes**

b) Does the annual payment include the following or is a separate payment made? (If these are provided by you for your own use tick “**Not Applicable**”)

Included in a payment Separate payment Not applicable

- i) Crockery, cutlery, linen
 ii) Kitchen utensils
 iii) Catering equipment

4 Is any other service or equipment provided by your landlord, brewer, licensee or any other person?

No **Yes**

If “**Yes**”, give details

5 State total catering receipts **excluding VAT** for each of your last 3 financial years. Give your accounting date and state the number of relevant weeks if you were not trading continuously, or the accounts do not relate to a whole year.

Day	Month	Year	£	No. of weeks
Day	Month	Year	£	No. of weeks
Day	Month	Year	£	No. of weeks

PART B - LETTING ACCOMMODATION

6 Are the **total** receipts from all letting bedrooms declared in the accounts of the main business carried on at this property?

No **Yes**

(If “**Yes**” proceed to **Part C**, where applicable)

7 Do you make a payment to your landlord, brewer, licensee or any other person to enable you to provide letting bedrooms at the property?

No **Yes**

If “**Yes**”,

a) what is the current sum payable excluding VAT? £

b) when was this amount agreed?

Day	Month	Year
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8 a) Do you make a separate payment for

- i) Electricity **No** **Yes**
 ii) Gas **No** **Yes**
 iii) Water **No** **Yes**

b) Does the annual payment include the following or is a separate payment made? (If these are provided by you for your own use tick “**Not Applicable**”)

Included in a payment Separate payment Not applicable

- i) Furniture, fixtures & fittings
 ii) Bed linen, towels etc

PART B - Continued

9 Is any other service or equipment provided by your landlord, brewer, licensee or any other person?

No Yes

If **"Yes"**, give details

10 State total letting accommodation receipts **excluding VAT** for each of your last 3 financial years. Give your accounting date and state the number of relevant weeks if you were not trading continuously, or the accounts do not relate to a whole year.

Day	Month	Year	£
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No. of weeks	
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Day	Month	Year	£
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No. of weeks	
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Day	Month	Year	£
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No. of weeks	
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PART C - OTHER INCOME SOURCES excluding catering and letting accommodation

11 Was any other income generated at this property which has not been declared in the accounts of the main business?

No Yes

If **"Yes"**, give details

12 If answer to Q11 is **"Yes"** state total receipts from these sources excluding VAT for each of the last 3 financial years. Give your accounting date and state the number of relevant weeks if you were not trading continuously, or the accounts do not relate to a whole year.

Day	Month	Year	£
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No. of weeks	
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Day	Month	Year	£
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No. of weeks	
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Day	Month	Year	£
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No. of weeks	
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PART D - 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 E - 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

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

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="325 2065 1219 2087">Please complete the declaration on Page 3 before you return this notice to me</p>