



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

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

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 - Throughput and Turnover

- 1 a) What are the quantities of petrol, derv, LPG and other fuels (please specify) dispensed for each of the last 3 years ending on the date to which your accounts are usually made up?

Year ending □ day of □	Petrol LRP, unleaded and leaded 4* (number of litres)	Derv excl bunkered fuel (number of litres)	LPG and other fuels (please specify) (number of litres)	Bunkered fuel (number of litres)
20				
20				
20				

	Year ending	Percentage
b) (i) What percentage of the above throughputs (excluding bunkered fuel) is derived from credit card sales (including Arval PHH cards transactions)?	20	
	20	
	20	
(ii) What percentage of the above throughputs (excluding bunkered fuel) is derived from customer credit accounts (ie where no initial deposit paid)?	20	
	20	
	20	
(iii) What percentage of the above throughputs (excluding bunkered fuel) is derived from Agency sales?	20	
	20	
	20	

- c) Please provide turnover figures (exclusive of VAT) for the last 3 years ending on the date to which your accounts are usually made up for (i) forecourt shop sales (excluding fuel receipts) and (ii) car/jet washes

Year ending □ day of □	Forecourt shop sales (£ net of VAT)	Car/Jet wash(es) (£ net of VAT)
20	£	£
20	£	£
20	£	£

Additional information

- 2 a) Please provide opening hours operated during periods for which throughputs are quoted at 1(a).
b) If the throughputs at 1(a) have been affected by closure, redevelopment or refurbishment please give full details.

3 Promotions and Price

- a) Please provide details of any inducements given to achieve the volumes shown at 1(a).

- b) What is your retail price for the following fuels :

Premium unleaded pence/litre	Diesel pence/litre	LPG pence/litre	Date as at
---------------------------------	-----------------------	--------------------	------------

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 C - 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

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

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 Page 3 before you return this notice to me