



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 - please give the following details

Please complete this form in black ink

1 Name of the person or company entitled to receive the income from the property (who operates the self-catering business)

2 Is the address shown of the front of this Notice correct?

No Yes

If "No", state the correct full postal address including postcode

3 a) Do you or your family occupy any part of the property as a main residence, or as a second home that is not available for rent?

No Yes

b) Is any part of the property occupied by tenants or employees (e.g. caretaker, housekeeper) as their permanent residence?

No Yes

If you have answered "Yes" to either (a) or (b), list the occupiers' name and their address (where this is separately named or numbered) or describe the parts they occupy (continue on page 7 if necessary).

4 Is any part of the property let for part of the year to students or others on a short-term basis?

No Yes

5 a) How many units of accommodation, (ie, flats, cottages, apartments etc) are available to let at this address?

b) If there is a web site for the property give details

c) If a brochure or details of tariff have been published please attach when returning this notice

6 If let through an agency, give the name and address of the company

7 a) If the property is not available for commercial letting all year please give details of the length of the trading season

From dd : mm To dd : mm

b) Is it intended to let the property, or any part of it, commercially in the next year for short periods totalling 140 days or more?

No Yes

c) Was the property available for letting commercially for short periods totalling 140 days in the year up to the date of this Request for Information?

No Yes

d) Was the property let commercially in total for at least 70 days in the period at 7c?

No Yes

PART B - please give the following details

8 Accommodation details

Unit type/Name	Number of Units	Single Bedrooms	Double Bedrooms	Number of Bathrooms	Other Accommodation	Max number of Persons	Tourist board/grading
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
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PART B - Continued

9 Letting details *(Please complete boxes as appropriate and continue on page 7, or a separate sheet of paper as necessary)*

Unit type/Name	Current tariff <i>(including VAT where applicable)</i>		Number of nights let <i>(Enter relevant year)</i>		
	High	Low	Year	Year	Year
			2 0	2 0	2 0

For the most recent year state the period when the high season tariff is applied:

From **To**
 dd : mm dd : mm

Does the tariff include the following:

Bed linen?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Water?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Electricity?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Room heating?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Gas?	No <input type="checkbox"/>	Yes <input type="checkbox"/>			

10 Income and expenditure

Are you registered for VAT No Yes

Enter income and expenditure for years ending 31 March (or nearest accounting year) for the last 3 years or since occupation commenced.

All figures entered MUST BE EXCLUSIVE OF VAT

If you are to provide copies of certified accounts for any of the years shown, these should be returned together with this form. If accounts are enclosed, you need not complete this section. If you require their return please tick box

Income from telephone, laundry, fishing, sale of electricity/gas/logs etc. must be shown as separate amounts and **excluded from letting income**.

When a property is let through an agency the income must include any agent's commission and/or booking fees with the commission and/or booking fees shown separately under expenditure.

Accounting years

To year ending	Day Month Year 3 1 0 3 2 0	Day Month Year 3 1 0 3 2 0	Day Month Year 3 1 0 3 2 0
or substitute your financial year end	Day Month Year 	Day Month Year 	Day Month Year

Income

Letting income <i>(Excluding VAT)</i>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Income from service provision <i>(e.g. electricity, gas, logs etc).</i>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Income from other charges <i>(e.g. laundry meal provision, fishing, golf)</i> ; Show separate amounts for each item on page 7, or on an additional sheet.	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total income	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

PART B - Continued

10 Income and expenditure (continued)

Under 'Wages & National Insurance' please list on page 7, or on a separate sheet, employees and casual staff giving details of their roles (e.g. cleaner, gardener etc.), the amount paid to each, and their relationship, if any, with the operators/owners.

Wages and National Insurance (show details by employee on separate sheet)	£	£	£
Electricity, gas, water, logs	£	£	£
Repairs, renewals, and maintenance	£	£	£
Insurances (Contents, building, public liability)	£	£	£
Commission/booking fees paid to a letting agency or other agent	£	£	£
Advertising costs (including website)	£	£	£
Printing costs (Brochures, letterhead, invoices etc.)	£	£	£
Subscriptions and fees (Trade associations, tourist board grading etc.)	£	£	£
Telephone, broadband, stationery, postage	£	£	£
Laundry/dry cleaning/carpet cleaning	£	£	£
TV (including satellite or cable) rental and licences	£	£	£
Travelling and motor expenses	£	£	£
Depreciation (Contents, fixtures and fittings)	£	£	£
Depreciation (Buildings)	£	£	£
Bookkeeping/accountancy fees	£	£	£
Bank charges (excluding interest)	£	£	£
Rent paid (where applicable)	£	£	£
Business Rates paid	£	£	£
Other expenditure (specify items individually on a separate sheet)			
1.	£	£	£
2.	£	£	£
3.	£	£	£
Total expenditure	£	£	£
Total income less total expenditure	£	£	£

Tick boxes below to indicate additional sheets attached or enclosed to support above figures

Income from other charges Wages and National Insurance Other expenditure

Copies of certified accounts enclosed for years shown above

PART B - Continued

- 11 a) Have any of the units at question 8 above been used or available in the 3 years above for non-holiday lettings? (e.g. students)

Unit	Year 2 0	Year 2 0	Year 2 0
<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/> Weeks	<input style="width: 50px; height: 20px;" type="text"/> Weeks	<input style="width: 50px; height: 20px;" type="text"/> Weeks

- b) Have any of the units at question 8 above been used or available for personal use in the 3 years above?

Unit	Year 2 0	Year 2 0	Year 2 0
<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/> Weeks	<input style="width: 50px; height: 20px;" type="text"/> Weeks	<input style="width: 50px; height: 20px;" type="text"/> Weeks

If you have more than one unit and your answers differ, please give details in the space provided on page 7 and 8 or on a supplementary sheet.

Number of weeks used/available for holiday letting*	<input style="width: 150px; height: 20px;" type="text"/> Week (s)	<input style="width: 150px; height: 20px;" type="text"/> Week (s)	<input style="width: 150px; height: 20px;" type="text"/> Week (s)
Number of weeks used/available for personal use*	<input style="width: 150px; height: 20px;" type="text"/> Week (s)	<input style="width: 150px; height: 20px;" type="text"/> Week (s)	<input style="width: 150px; height: 20px;" type="text"/> Week (s)
Number of weeks used/available for non-holiday lettings e.g. students*	<input style="width: 150px; height: 20px;" type="text"/> Week (s)	<input style="width: 150px; height: 20px;" type="text"/> Week (s)	<input style="width: 150px; height: 20px;" type="text"/> Week (s)

*(If more than one unit and answers differ, give details on page 7)

PART C - Tenure

- 12 Do you own the freehold of the property? (or a lease at a ground rent) No Yes

If you have answered "Yes", no further information is required. Please complete the declaration on page 7 and return this Notice to me.

PART D - Please give the following details

- 13 a) What is the current annual rent?
£

- b) Please give the name and address of the person or company to whom you pay rent

- c) Are you connected with the landlord?
No Yes

If "Yes", how are you connected with the landlord?

- 14 Does the rent shown at Q13 include an amount for

- a) VAT? No Yes
 b) Non-domestic rates? No Yes
 c) Water charges? No Yes

- 15 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

- 16 Does the rent payable
- a) include any other property? No Yes
 b) cover only part of the property? No Yes
 c) include an amount for parking spaces and/or garages? No Yes

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

PART D - Continued

- 17** a) Was the current rent (*ignoring increases based on RPI*) 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
-----	-------	------

18 a) Was the current rent agreed by the parties?

No Yes

b) If "No", tick whether it was determined by:

- Independent Expert
- Arbitration
- A Court

19 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

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

Day	Month	Year
-----	-------	------

b) How long was it granted for?

Years	Months
-------	--------

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

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

Day	Month	Year
-----	-------	------

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

No Yes

22 Were any tenants' additions or improvements disregarded at the time the rent stated at Q13 was agreed or determined?

No Yes

If "Yes", give details

23 When the current lease was granted did you:

a) surrender a former lease or agreement?

No Yes

b) pay a capital sum or premium?

No Yes

If "Yes" to either (a) or (b), give details

24 Are there any legal or planning restrictions, unusual terms or conditions in the lease or agreement etc that may have affected the rent payable?

No Yes

If "Yes", give details

Please complete the declaration on page 7 before you return this Notice to me

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 F - 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

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">Please complete the declaration on Page 7 before you return this notice to me</p>