

Form of Return

**Paragraph 5(1) Schedule 9 Local Government Finance Act 1988 (LGFA):
Statement in relation to exemption under paragraph 16 Schedule 5 LGFA Property used
for the disabled**

<p>About this Notice 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 TO THE LOCAL GOVERNMENT FINANCE ACT 1988. YOU ARE REQUIRED AS THE OWNER OR OCCUPIER, TO PROVIDE INFORMATION REGARDING THE PROPERTY (SEE PARAGRAPH 5(2) OF SCHEDULE 9 TO THE ACT. YOU MAY BE PROSECUTED IF YOU MAKE FALSE STATEMENTS AND YOU WILL BE LIABLE TO PENALTIES IF YOU DO NOT COMPLETE AND RETURN THIS FORM WITHIN 56 DAYS</p>	<p>How to fill in this form</p> <p>You may find it useful to have a copy of any lease or agreement to hand.</p> <p>If when filling in this form you need more space for any question, you can continue on a separate sheet of paper. Please make sure that any extra sheets you use:</p> <ul style="list-style-type: none">• clearly show the relevant question number(s)• are signed and dated, and• are securely attached to this form.
<p>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 and Finance Act, 1988 (concerning non-domestic rating), including compiling a new Rating List or maintaining an existing Rating List.</p> <p>..... Valuation Officer</p>	<p>Time Limit</p> <p>You must return this form completed 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].</p> <p>A pre-paid envelope is enclosed for your reply.</p>

Declaration 1

I declare that:

- the whole of [insert property address] *:

- the part of the property identified on the attached plan*

is used wholly for one or more of the purposes set out in paragraph 16(1) Schedule 5 LGFA.

[*delete as appropriate]

Position

I am the
(delete as appropriate)

Occupier/Owner/Lessee
Occupier's Agent/Owner's Agent/Lessee's Agent

Daytime Telephone No.

E-mail Address