

If the address shown is wrong please write the correct address here

Please tick all appropriate circles  and write details in boxes  where requested

**1. Your property address** If 'No' please write the correct address in the box above

1.1 Is the address shown at the top of this form correct? Yes  No

**2. Your property details as at the date of letter enclosed**

**2.1 Type of property**  
 House  Bungalow  Flat/apartment  Maisonette  A maisonette is defined as a flat or apartment on more than one floor.  
 Other  Please give details e.g. house/bungalow in cluster block.

**Was the property originally constructed by one of these 2 organisations?**  
 Local authority  Housing association  Neither of these

Please complete both parts A and B below. For flats/apartments and maisonettes, please indicate if the block is detached, semi detached etc.

**Is the property:**  
**A:** Detached  Semi-detached  Terrace  End terrace   
**B:** Purpose built  Converted from residential  e.g. Houses split into flats Converted from agricultural/  Church/school e.g. Barn conversions Converted from commercial  e.g. Office split into flats or warehouse conversion

**Additional details for flats/apartments and maisonettes**  
 Does the property have access to a lift? Yes  No   
 Is the property situated above or attached to a commercial property? e.g. Flat above a shop Yes  No

**2.2 Age of property**  
 Year property built  Year converted  Only complete if use of property has changed e.g. barn conversion, store above shop converted to flat, house converted to flats  
 If either year given above is estimated, please tick here

**2.3 Accommodation** Please enter the number of rooms in each box  
 Reception rooms  Bedrooms  Bathrooms/ensuites  Kitchens   
Include rooms used as lounges, living rooms, separate dining rooms Include bedrooms used as studies or playrooms Separate cloakrooms / WCs should be recorded as 'Other' A kitchen/diner should be recorded only once as a kitchen  
 Other Conservatories should be recorded under 2.6 overleaf

**2.4 Number of floors and floor level for your property**  
 Number of floors  Include all floors with living accommodation (e.g. a property with living accommodation on basement, ground and first floors has 3 floors)  
**Additional details for flats/apartments and maisonettes:** Please state whether basement, ground, 1st, 2nd etc.  
 Flats/apartments – floor level  Maisonettes – lowest floor level   
A maisonette is defined as a flat or apartment on more than one floor.

**2.5 Car parking facilities**  
 None  Residents parking  Off street parking including driveways  Single garage on site   
Tick here if you have no parking or street parking only Only complete if these spaces are for your dedicated use and use the boxes to state number of spaces  
 Double garage on site  Other   
Give details here of any garages or dedicated spaces that are remote from the main property

## 2.6 Conservatories

None

Double glazed

Single glazed

Older style lean to

Approximate floor dimensions

Please provide internal measurements only and state the unit of measurement (e.g. 8ft x 4ft)

## 3 Additional details about alterations, conversions and extensions to the property since 1993, when council tax was introduced

Have there been any alterations or extensions made to the property since 1993, when council tax was introduced?

No  Yes  If 'Yes', please provide details and/or show a simple sketch in the box at section 4 below:

Nature of alterations: Single storey extension  Two storey extension  Conservatory

Loft or attic conversion  Room built over garage  Full garage conversion

Other Please give details

Purpose of extension/alterations

Additional bedroom, bathroom, garage etc.

Approximate floor dimensions

Please provide internal measurements only and state the unit of measurement (e.g. 8ft x 4ft)

Approximate date of completion

 

Work undertaken by: Current occupier(s)  Previous occupier(s)

Planning/Building Control reference number

Please provide if known

## 4 Other information about your property

Please provide here any other information you feel is relevant about your property.

Any information you can provide will help reduce the need for us to contact you again.

Examples of things you might provide:

- Your own sketch plan of any extensions/alterations
- Details of the plot size within which the property sits, (for houses and bungalows only)
- Architect's plan of extension/alteration. Please let us know if one is available, or submit the plan with this completed questionnaire. (The plan will be returned to you)
- Estate agent's particulars

## 5 Form completed by

Signature .....

Name Please print

Status: Owner  Occupier  Other

Daytime telephone number

email address

The Valuation Office Agency 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.