



Request for information Non-Domestic Rating

The Valuation Office is an Executive Agency of HM Revenue & Customs

[Empty dashed box for address information]

If any part of either address is wrong, please correct it.

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 Act. 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.

Why your information is important

The Valuation Office Agency assesses the rateable value of all non-domestic property .

The basis of rateable value is the annual rent for a property as if it was available on the open market at a fixed valuation date.

The information you provide on this form is used to help ensure that the assessment of rateable values is correct.

Local authorities use rateable values to calculate rate bills.

Need help?

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")].



Large format print copies of this form are available on request. Please phone, email or write using the contact details opposite.

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 property or properties shown in the address panel above or any property or properties that fall into the class of properties specified 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.

If when filling in this printed 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:

- clearly show the relevant question number(s)
- are signed and dated, and
- are securely attached to this form.

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

Ref No	Questions(s)	Ref No	Answer(s)
	<p>These questions relate to the last scheduled rent review under the terms of your Lease.</p> <p>According to our records the rent on your property was recently due for review. Please would you answer the following questions:</p>		
1)	Has the review been carried out?	1)	i) Yes. ii) No iii) Not concluded – discussions ongoing <i>Please circle whichever applies</i>
2)	Did your rent change as a result of the review?	2)	i) Rent changed ii) Rent stayed the same Please circle whichever applies and state the rent below at 3.
3)	What is the current total annual rent (ex VAT) that you pay?	3)	£.....per year ex VAT
4)	On what date did the rent at 3 above become payable? <i>This will be the date that the most recent rent review took effect or, if no review has been undertaken, it will be the date the rent first became payable under the lease.</i>	4)	dd/mm/yyyy

Please complete the declaration on Page 4 before you return this notice to me

Ref No	Questions(s)	Ref No	Answer(s)
5)	<p>As part of the last rent review did your landlord:</p> <p>a) Make you a payment?</p> <p>b) Grant a rent free period?</p> <p>c) Change any of the terms of your lease?</p>	5)	<p>a) Yes No</p> <p>b) Yes No</p> <p>c) Yes No</p> <p><i>Please circle whichever applies</i></p> <p>If you have answered yes, please give further details.</p>

Please complete the declaration on Page 4 before you return this notice to me

Part A – 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

Position

I am the Occupier Owner Lessee Occupier's Agent Owner's Agent Lessee's Agent

Daytime
telephone no.

Email address

Part B – 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

Thank you for completing this form. Please now return it in the enclosed envelope.

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.