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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.

### 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 Print

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. Please make sure any extra sheets you use:

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

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 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 on a fixed 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 bill.

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.

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Valuation Officer

**1** The Registered office address and number of the designated person shown on page 1 of this notice

- a) are correct  or
- b) are incorrect and the correct details are set out in the box below

Registered number:

Registered address:

Post Code

**2** As at 1 April 201 , the numbers of connections comprised in the hereditaments in England and in Wales occupied by the designated person acting as a public gas transporter were those set out in the table below.

Number of connections in England		Number of connections in Wales	
Meter size Cubic capacity Cu. metre per hour	Number connected as at 01 April 20 <input type="checkbox"/>	Meter size Cubic capacity Cu. metre per hour	Number connected as at 01 April 20 <input type="checkbox"/>
25 & below	<input style="width: 150px; height: 20px;" type="text"/>	25 & below	<input style="width: 150px; height: 20px;" type="text"/>
26-50	<input style="width: 150px; height: 20px;" type="text"/>	26-50	<input style="width: 150px; height: 20px;" type="text"/>
51-75	<input style="width: 150px; height: 20px;" type="text"/>	51-75	<input style="width: 150px; height: 20px;" type="text"/>
76-100	<input style="width: 150px; height: 20px;" type="text"/>	76-100	<input style="width: 150px; height: 20px;" type="text"/>
101 & above	<input style="width: 150px; height: 20px;" type="text"/>	101 & above	<input style="width: 150px; height: 20px;" type="text"/>

For any meters above 100 cu.m., please specify actual individual cubic capacity of each meter in box below.

Large Meters (100 cu.m.)	Number connected as at 01 April 20 <input type="checkbox"/>	Large Meters (100 cu.m.)	Number connected as at 01 April 20 <input type="checkbox"/>

Remember to sign the declaration on page 3 before you return this form

For the use of the Central Valuation Officer only:

Record entered: \_\_\_\_\_ Date  Initials

**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, Crown House, 60 Crown Street, Halifax, West Yorkshire HX1 1HY**

*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"><b>Please complete the declaration on Page 3 before you return this notice to me</b></p>