



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

Address:

Reference number:

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.

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

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 current occupier
- 2** a) Is the address shown on the front of this Notice correct?
 No Yes
 If "No", state the correct full postal address below
- b) Give details of any conditions in the Premises Licence restricting the use of all/part of the property
- b) If there is a web site for the property give details
- 3** What is the present use of the property?
 Public House Wine Bar/Café Bar
 Other Bar Pub/Restaurant
 Licensed Restaurant Hotel
 Disco/Nightclub Other (specify)
- 4** a) Do licensable activities regularly commence before 10:00 or continue after 23:30 on any day of the week?
 No Yes If "Yes", give details
- 5** a) Do you hold a tenancy, lease or agreement to occupy?
 No Yes
 If "No", go to Part B
 b) If "Yes", when does it expire, or if earlier, what is the date of your next review (excluding indexation)?
 Day Month Year
- 6** a) What is the current annual rent?
 £
 b) Does this sum include VAT?
 No Yes
 c) When did this sum first become payable by you or a previous occupier under the terms of the lease or agreement?
 Day Month Year
 (disregard alterations solely due to changes in amount of the rates or services payable)

Part B - please give trading receipts for last 3 financial years*, or since occupation commenced

If the accounts do not relate to a whole year, or if you were not trading continuously, state the relevant number of weeks.

- 7** a) Turnover (excluding VAT) for year ending : : No. of weeks No. of weeks No. of weeks
- | | | | |
|---|---|---|---|
| i) Intoxicating liquor inc soft drinks, crisps, nuts etc | £ | £ | £ |
| ii) Food excluding wines and liqueurs | £ | £ | £ |
| iii) Accommodation excluding meals | £ | £ | £ |
| - average occupancy rate (lodges/hotels only) | % | % | % |
| iv) Other receipts inc tobacco sales, admission charges etc but excluding AWP machine takings | £ | £ | £ |
- b) AWP (gaming) machine takings NET of prizes, hirer's charges/rental and licence fees
- i) Are these shared between occupier and landlord/pubco? No Yes
- | | | | | | | |
|----------------------------|-----------------|---|-----------------|---|-----------------|---|
| If "Yes" state – % paid to | landlord/pubco | % | landlord/pubco | % | landlord/pubco | % |
| – % retained by | tenant/occupier | % | tenant/occupier | % | tenant/occupier | % |
- ii) Occupier's share of AWP takings £ £ £

*(Information for complete financial years previously supplied on a Notice served by me is not required)

Part C - please answer questions 8 (a) and (b), and if "YES" to either give details.

- 8 a) Is any **catering operation** or **letting accommodation** run as a separate business for which turnover has not been declared in Q7 above? (eg by way of concession or franchise agreement) **No** **Yes**
- b) Is any rent received from letting other parts of the property? (including advertising rights, stations or hoardings) **No** **Yes**

If "Yes" state number of lettings

If "Yes", describe type of operation/business

Name of operator/tenant

Correspondence address

What is the current annual rent or payment? £

When was this sum fixed?

Day	Month	Year
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Does the rent include amounts for

rates?	No	Yes	outside repairs?	No	Yes
property insurance?	No	Yes	inside repairs?	No	Yes

If more than one letting, give similar information on a separate sheet which must be signed and dated

PART D - 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
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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 E - 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
	<p data-bbox="327 2063 1222 2092">Please complete the declaration on Page 3 before you return this Notice to me</p>