

# **Request for information**

Non-Domestic Rating

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

Address:	 	 	 	_	_	 	 
1							
1							
1							
1							
Reference number:							

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 seperately 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  $\pounds100$  [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 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.

## How to submit this form

Please save your completed PDF and send it as an email attachment to: <u>specialist.rating@voa.gov.uk</u>

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

### Please complete this form in black ink.

Do you carry on any business operation by way of concession, franchise or other agreement in respect of:

(a) CATERING	No	Yes	If " <b>Yes</b> " please complete <b>Part A</b> below
(b) LETTING ACCOMMODATIC	N No	Yes	If "Yes" please complete Part B below
(c) ANY OTHER ACTIVITY	No	Yes	If "Yes" please complete Part C below

If the answer is "Yes" to (a), (b) or (c), please give the following details

## PART A - CATERING

Are the <b>total</b> receipts from all catering sources declared in the accounts of the main business carried on at this property?		t	<ul> <li>b) Does the annual paymen separate payment made you for your own use tick</li> </ul>	? (If these are	provided by	
		No Yes			Included in	Separate Not
	(If "Yes" proceed to Part B	, or Part C, where applicabl	e)		a payment	payment applicable
	Do you make a payment to licensee or any other perso catering operation at the pro	n in order to carry on the		<ul><li>i) Crockery, cutlery, line</li><li>ii) Kitchen utensils</li></ul>	n	
				iii) Catering equipment		
	lf " <b>Yes"</b> ,	No Yes	4	Is any other service or equip brewer, licensee or any othe		d by your landlor
	a) what is the current sum payable excluding VAT?	, £		lf " <b>Yes"</b> , give details	No	Yes
	b) when was this amount agreed?	Day Month Year				
	a) Do you make a separate i) Electricity ii) Gas iii) Water	No Yes No Yes	5	State total catering receipts of last 3 financial years. Give yo number of relevant weeks if or the accounts do not relate	our accounting you were not t	date and state the trading continuous
		No Yes		Day     Month     Year     £       Day     Month     Year     £       Day     Month     Year     £       Day     Month     Year     £		No. of weeks       No. of weeks       No. of weeks
٨	<b>RT B - LETTING ACCO</b>	MMODATION				
-	And the total reasints from a	all latting hadrooved dealars.	J 0			
-	Are the <b>total</b> receipts from a in the accounts of the main		d <b>8</b>	a) Do you make a separate	payment ior	
4			d <b>8</b>	i) Electricity	No	Yes
4	in the accounts of the main		d <b>8</b>			Yes Yes
	in the accounts of the main	business carried on at this No Yes	d <b>8</b>	i) Electricity	No	
-	in the accounts of the main property?	business carried on at this No Yes where applicable) your landlord, brewer, n to enable you to provide	d <b>8</b>	i) Electricity ii) Gas	No No No t include the fo (If these are f "Not Applicab	Yes Yes bllowing or is a provided by le")
	in the accounts of the main property? ( <i>If "Yes" proceed to Part C,</i> Do you make a payment to licensee or any other person	business carried on at this No Yes where applicable) your landlord, brewer, n to enable you to provide	d <b>8</b>	<ul> <li>i) Electricity</li> <li>ii) Gas</li> <li>iii) Water</li> <li>b) Does the annual paymen separate payment made?</li> </ul>	No No No t include the fo	Yes Yes blowing or is a provided by le") Separate Not
	in the accounts of the main property? ( <i>If "Yes" proceed to Part C,</i> Do you make a payment to licensee or any other person letting bedrooms at the prop If " <b>Yes</b> ",	NoYeswhere applicable)your landlord, brewer, n to enable you to provide perty?NoYes	d <b>8</b>	<ul> <li>i) Electricity</li> <li>ii) Gas</li> <li>iii) Water</li> <li>b) Does the annual paymen separate payment made?</li> </ul>	No No No t include the fo (If these are f "Not Applicab Included in	Yes Yes bllowing or is a provided by le") Separate Not
	in the accounts of the main property? ( <i>If "Yes" proceed to Part C,</i> Do you make a payment to licensee or any other person letting bedrooms at the prop	business carried on at this No Yes where applicable) your landlord, brewer, n to enable you to provide perty? No Yes f	d <b>8</b>	<ul> <li>i) Electricity</li> <li>ii) Gas</li> <li>iii) Water</li> <li>b) Does the annual payment separate payment made?</li> <li>you for your own use tick</li> <li>i) Furniture, fixtures &amp;</li> </ul>	No No No t include the fo (If these are f "Not Applicab Included in	Yes Yes bllowing or is a provided by le") Separate Not

### PART B - Continued

**9** Is any other service or equipment provided by your landlord, brewer, licensee or any other person?

No Yes If "Yes", give details **10** State total letting accommodation receipts **excluding VAT** for each of your last 3 financial years. Give your accounting date and state the number of relevant weeks if you were not trading continuously, or theaccounts do not relate to a whole year.

Day	Month	Year	£
Day	Month	Year	£
Day	Month	Year	£

No. of weeks	
No. of weeks	
No. of weeks	

#### PART C - OTHER INCOME SOURCES excluding catering and letting accommodation

Yes

**11** Was any other income generated at this property which has not been declared in the accounts of the main business?

No

If "**Yes**", give details

12 If answer to Q11 is "Yes" state total receipts from these sources excluding VAT for each of the last 3 financial years. Give your accounting date and state the number ofrelevant weeks if you were not trading continuously, or the accounts do not relate to a whole year.

Day	Month	Year	£
Day	Month	Year	£
Day	Month	Year	£

No. of weeks	
No. of weeks	
No. of weeks	

### 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 CAPI	TALS					
Date	Day	Month Year				
Position						
I am the Daytime telephone no.	Occupier	Owner	Lessee	Occupier's Agent Email address	Owner's Agent	Lessee's Agent

## 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.

Email address

Name in *CAPITALS* Daytime telephone no. 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
	Discourse a second to the dealers there are Discours to be form the second second to the second se
	Please complete the declaration on Page 3 before you return this notice to me