



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

Address:

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 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

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: 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

1 Name of current occupier

2 Is the address shown on the front of this notice correct?

No Yes

If "No", state the correct full postal address below

3 When did you first occupy the property?

Day	Month	Year
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4 What is the present use of the property?
(eg petrol filling station, petrol filling station with living accommodation, etc)

5 Indicate your type of tenure

Freehold Long leasehold at a ground rent

Leasehold Tenancy

Licence

If combination, give details

6 Please state the name and address of your landlord

If the occupier is connected with the landlord in any way, state the relationship (including where you are tied to selling fuel supplied by your landlord).

7 Is any rent received from letting any parts of the property?
(such as advertising rights, telecom masts, hand car wash, workshops, car sales and cash points)

No Yes

If "Yes", state the number of lettings and complete below

Number of lettings

Letting 1

Automated Teller Machine

Name of Bank/company operating the machine

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

Day	Month	Year
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Letting 2

Telecom Mast

Where situated on site:

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

Day	Month	Year
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Letting 3

Advertising right

Use

Name of Outdoor advertising company as Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

Day	Month	Year
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Letting 4 Others (e.g. garage workshop etc.)

Description

Use

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

Day	Month	Year
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If more than four lettings, give similar information on the final page or a separate sheet which should be signed and dated.

PART B - Throughput and Turnover

8 a) (i) What are the total volume of all fuel sales in litres dispensed for each of the last 3 years ending on the date to which your accounts are usually made up? Bunkered fuel where a handling fee only is charged should be shown separately.

Year ending			Petrol, Derv, LPG & other fuel Total fuel Sales (no of litres)	Bunkered fuel (no of litres) (where handling fee only is charged)
Day	Month	Year		

a) (ii) If bunkered fuel is sold, please provide name of bunkered cards accepted and handling fee charged

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b) (i) What percentage of the above total fuel sales (excluding bunkered fuel) in 8 a) i) above is derived from customer credit accounts (where no initial deposit is paid, please note that this does not refer to fuel sales paid by debit/credit cards) Please provide percentage for the same years as shown in 8 a) i) above.

Year ending			Percentage
Day	Month	Year	

(ii) What percentage of the above total fuel sales (excluding bunkered fuel) in 8 a) i) above is derived from Low Margin Fuel Cards (this does not refer to fuel sales paid by debit/credit cards)? Please provide percentage for the same years as shown in 8 a) i) above.

Year ending			Percentage
Day	Month	Year	

(iii) Further to your answer to 8 b) ii) above, please provide the name of Low Margin fuel card accepted and handling fee you achieve

Name:	Handling Fee:
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c) Please provide turnover figures (excluding VAT) for the last 3 years ending on the date to which your accounts are usually made up (as shown in 8(a) above), for forecourt shop sales (excluding fuel receipts), car wash, jet wash, lottery and Paypoint/Payzone and any other income within the property not previously detailed (e.g. ATM, parking, Parcel Drop etc.) Please show the different turnover/income streams separately.

Year ending			Shop turnover (excluding fuel receipts and VAT)	Car wash turnover (excluding VAT)	Jet wash turnover (excluding VAT)
Day	Month	Year	£	£	£

Year ending			Lottery turnover (excluding fuel receipts and VAT)	Paypoint/Payzone turnover (excluding VAT)	Other income (excluding VAT)
Day	Month	Year	£	£	£

Additional information

9 a) Please provide details of opening hours operated (on the basis of average daily manned hours) for the periods for which the throughputs are quoted at 8(a) above.

b) If the throughputs at 8(a) are for part year only or have been affected by closure, redevelopment or refurbishment of your station or other competing stations in the locality, please give full details

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c) Any other information you consider relevant (e.g. terms of agreement with fuel suppliers, margins, local competition)

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Promotions and Price

10 a) Please provide details of any inducements given to achieve the volumes shown at 8(a).

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b) What is your retail price for the following fuels:

Premium unleaded pence/litre	Diesel pence/litre	LPG pence/litre	Date as at
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**PART C - IF YOU PAY A RENT AND HAVE A LEASE, TENANCY OR LICENCE AGREEMENT
COMPLETE THE FOLLOWING**

11 a) What is the current **annual** rent? £

b) Does the rent vary according to the throughput?
No Yes

If "Yes", say how the rent is calculated

12 Does the rent shown at Q11 include an amount for

a) VAT? No Yes

b) Non-domestic rates? No Yes

c) Water charges? No Yes

13 If the answer to Q12 for VAT was "Yes"
Is VAT payable in respect of the whole property?
No Yes

If "No", please state the amount of rent that is subject to VAT (domestic use is exempt)
£

Can the VAT payable be reclaimed as part of the present occupier's business expenditure?
No Yes

14 When did the current rent first become payable by you or a previous occupier under the terms of the lease or agreement? (*disregard alterations solely due to changes in the amount of rates or services payable*)
Day Month Year

15 Was the current rent fixed

at the beginning of a new lease/agreement?

as an interim rent under the Landlord & Tenant Acts?

at a rent review?

at a lease renewal?

as part of a sale and leaseback transaction?

When was the rent actually agreed or set?
Day Month Year

Is the rent currently under review, or is a new lease/rent being negotiated?
No Yes

Can the rent be reduced on review under the terms of the lease or agreement?
No Yes

16 Was the current rent fixed by

Agreement? Independent expert?

Arbitration? A Court?

17 Was the rent fixed in respect of Land only (buildings excluded)?
No Yes

A "shell" or "shell & core" unit (lessee to fit out)?
No Yes

Fully equipped operational filling station?
No Yes

18 a) When did the current lease or agreement begin? (*whether or not it was first granted to the present occupier*)
Day Month Year

b) How long was it granted for?
Years Months

19 a) At what intervals is the rent reviewed?

b) When is the next rent review due?
Day Month Year

20 Is the rent paid at Q11 based on open market value?
No Yes

If "No", tick appropriate box and give details

a percentage of open market value

an amount fixed when the lease was granted

a percentage of turnover

indexed (*eg to the Retail Price Index*)

other (*eg combination of the above*)

Describe

21 Who is ultimately responsible for bearing the following costs? (*either directly or by reimbursing the landlord/tenant by means of a separate payment*)

a) outside repairs Landlord Tenant

b) inside repairs Landlord Tenant

c) building insurance Landlord Tenant

22 Does the rent include an amount for any services provided by the landlord? (*eg maintaining shared parts*)
No Yes

Give details of any services provided by the landlord and state whether the cost is recovered in the rent or paid separately in a management charge (*eg lighting, heating, cleaning of common parts*)

Service	Included in Rent	Separate payment
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

What annual amount is included in the rent for services (excluding VAT)?
£

What annual amount is paid separately for services (excluding VAT)?
£

PART C - Continued

23 Does the rent include an amount for parking spaces or garaging? No Yes

If the answer is "Yes", give the number of

Open spaces

Covered spaces

Garages

24 Is a rent for garaging/car parking paid separately? No Yes

If the answer is "Yes",

a) How many spaces are separately rented?

Open spaces

Covered spaces

Garages

b) What is the annual payment (excluding VAT)?

£

c) When was this payment fixed?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

25 Does the rent include an amount for the use of trade fixtures, fittings, plant & machinery, furniture? No Yes

If the answer is "Yes", give details including the amount payable if known to you.

26 Was a former lease or agreement surrendered as a condition of the present one being granted? No Yes

27 Were you given a rent free period or any payment or other benefits when the lease or agreement was granted? No Yes

Was a capital sum or premium paid by or to the occupier in respect of the lease or agreement?

No Yes

If either answer is "Yes" and if the rent has not been reviewed since, give details of any rent free period, or of any amount paid by or to the tenant.

28 Have any alterations, improvements, refurbishments, initial fitting out or initial repairs been carried out by you (or by a previous occupier) under the same lease? No Yes

If the answer is "Yes" please give details (eg cost of the works and date completed).

Are/were any works required to be carried out as a condition of the present tenancy or agreement by the tenant?

No Yes

Give details if any tenants' additions or improvements were disregarded at the time the rent was agreed or determined.

29 Does the rent only relate to part of the property? No Yes

Does the rent include any other property?

No Yes

If "Yes", give details

30 When your current rent was agreed or set, was your Uniform Business Rate demand subject to transitional phasing arrangements? No Yes

If "Yes", give details

31 Are there any legal or planning restrictions, unusual conditions or terms in the lease or agreement that have affected the rent payable (eg break clause, contracting out of Landlord & Tenant Act rights etc).

No Yes

If "Yes", give details

Please complete the declaration on page 6 before you return this Notice to me.

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

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

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Question No.

Details

Please complete the declaration on Page 6 before you return this notice to me

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Question No.

Details

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