



**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

**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) What are the quantities of petrol, derv, LPG and other fuels (please specify) dispensed for each of the last 3 years ending on the date to which your accounts are usually made up?

Year ending □ day of □	Petrol LRP, unleaded and leaded 4* (number of litres)	Derv excl bunkered fuel (number of litres)	LPG and other fuels (please specify) (number of litres)	Bunkered fuel (number of litres)
20				
20				
20				

	Year ending	Percentage
b) (i) What percentage of the above throughputs (excluding bunkered fuel) is derived from credit card sales (including Arval PHH cards transactions)?	20	
	20	
	20	
(ii) What percentage of the above throughputs (excluding bunkered fuel) is derived from customer credit accounts (ie where no initial deposit paid)?	20	
	20	
	20	
(iii) What percentage of the above throughputs (excluding bunkered fuel) is derived from Agency sales?	20	
	20	
	20	

- c) Please provide turnover figures (exclusive of VAT) for the last 3 years ending on the date to which your accounts are usually made up for (i) forecourt shop sales (excluding fuel receipts) and (ii) car/jet washes

Year ending □ day of □	Forecourt shop sales (£ net of VAT)	Car/Jet wash(es) (£ net of VAT)
20	£	£
20	£	£
20	£	£

### Additional information

- 9 a) Please provide opening hours operated during periods for which throughputs are quoted at 8(a).  
b) If the throughputs at 8(a) have been affected by closure, redevelopment or refurbishment please give full details.

### 10 Promotions and Price

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

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

Premium unleaded pence/litre	Diesel pence/litre	LPG pence/litre	Date as at

**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  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 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](mailto: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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Details

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