



Request for information

Non-Domestic Rating

For office use only

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

Please complete this form in black ink.

PART A - please give the following details

1 Name of current occupier

2 Is the address shown of 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 |
|-----|-------|------|

4 What is the present use of the property?

(eg motorway service area, motorway service area with motel, major road service area with restaurant and petrol filling station etc)

5 Indicate your type of tenure

- Freehold Long leasehold at a ground rent
 Leasehold Tenancy
 Licence

If combination, give details

6 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).

PART B - Lettings

This section should be completed if the occupier named at question 1 receives any rent from letting any parts of the property (including advertising rights, stations or hoardings). If there are more than 8 lettings please continue on a separate sheet of paper.

7 Please give details of any rent received from the property

Letting 1

Description

Use

Name of Tenant

Correspondence address

Post code

Current annual rent (exc VAT)

£

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

Letting 2

Description

Use

Name of Tenant

Correspondence address

Post code

Current annual rent (exc VAT)

£

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

PART B - Continued

Letting 3

Description

Use

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

Letting 4

Description

Use

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

Letting 5

Description

Use

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

Letting 6

Description

Use

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

Letting 7

Description

Use

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

Letting 8

Description

Use

Name of Tenant

Correspondence address

Current annual rent (exc VAT) £

Date when fixed

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Please state if the rent includes any amount in respect of

Rates No Yes

Property Insurance No Yes

Outside Repairs No Yes

Inside Repairs No Yes

PART C - Receipts

- 8** Please give your gross receipts (excluding VAT, fuel and tobacco duties) for the items set out below for each of the last 3 years ending on the date to which your accounts are usually made up. If the accounts do not relate to a whole year, or if you were not trading continuously, state the relevant number of weeks. Do not include payments received for licences or concessions granted to some other person to sell goods or provide facilities, services, etc, or rents received from letting part(s) of the property. You should give those details in your answers to questions 9 and 7 respectively.

Account year ending day of

| | 20 <input type="text"/> <small>No of weeks</small> <input type="text"/> | 20 <input type="text"/> <small>No of weeks</small> <input type="text"/> | 20 <input type="text"/> <small>No of weeks</small> <input type="text"/> |
|---|---|---|---|
| a) Forecourt Sales: Retail Fuel | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| Bunkered Fuel | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| Other (including forecourt shop) | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| b) Shop Sales (excluding forecourt shop) | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| c) Catering, including take-away sales (excluding wine and liquors) | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| d) Accommodation (excluding meals, wine and liquors) | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| e) Other receipts (including wine and liquors) | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| Other receipts (including wine and liquors) | | VAT? <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | Fuel Duty? <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | Tobacco Duty? <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |

Licences and Concessions

- 9** If the occupier named at question 1 receives any payments for the granting of licences or concessions for the right to sell goods or provide services, please complete this section. Give details for the last 3 years. Do not include the rents received from the leasing or letting (for the occupation of others) of defined parts of the property. You should give those details in your answer to question 7.

Annual amount of payment for year ending day of

| Name of licensee or concessionaire | Nature of licence or concession | 20 <input type="text"/> | 20 <input type="text"/> | 20 <input type="text"/> |
|------------------------------------|---------------------------------|-------------------------|-------------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| <input type="text"/> | <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |

The rest of this Notice only applies to people paying a rent or having a lease, tenancy or licence agreement. If this is not applicable to you please complete the Declaration on page 7 and return this Notice to me.

**PART D - IF YOU PAY A RENT AND HAVE A LEASE, TENANCY OR LICENCE AGREEMENT
COMPLETE THE FOLLOWING**

10 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

11 Does the rent shown at Q10 include an amount for

a) VAT? No Yes

b) Non-domestic rates? No Yes

c) Water charges? No Yes

12 If the answer to Q11 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

13 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 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

14 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 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

15 Was the current rent fixed by

Agreement? Independent expert?

Arbitration? A Court?

16 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

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

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

b) How long was it granted for?
Years Months

18 a) At what intervals is the rent reviewed?

b) When is the next rent review due?

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

19 Is the rent paid at Q10 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*)

If one of the above boxes has been ticked please give full details below

20 Who is ultimately responsible for the following costs

a) outside repairs Landlord Tenant

b) inside repairs Landlord Tenant

c) building insurance Landlord Tenant

Please give details if responsibilities are shared or other payments (*excluding services*) are made

21 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"/> |
| <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 D - Continued

22 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

23 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"/> |

24 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.

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

26 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.

27 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.

28 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

29 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

30 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 7 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 F - 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 |
|--------------|---------|
| | |

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 |
|--------------|---------|
| | |

Please complete the declaration on Page 7 before you return this notice to me