

PART A - please give the following details

Please complete this form in black ink

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

Post code

3 When did you first occupy the property?

Day	Month	Year

4 a) Do you hold a tenancy, lease or agreement to occupy?

No Yes

If "Yes", name and address of landlord

Post code

b) Other than contractually, are you connected to the landlord in any way?

No Yes

If "Yes", state the relationship

PART B - please give trading receipts for last 3 financial years

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

5 Accounting year ending

:	:	No. of weeks	:	:	No. of weeks	:	:	No. of weeks
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Give details of gross receipts (excluding VAT) from the following sources

a) Gate Receipts

Home League Gate Receipts	£	£	£
Home Cup Gate Receipts <i>(including European competitions)</i>	£	£	£
Season tickets	£	£	£
Executive boxes	£	£	£

b) Membership Schemes/Subscriptions

£	£	£
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c) Catering In house

£	£	£
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Franchises/concessions

£	£	£
---	---	---

d) Sponsorship

£	£	£
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e) Advertising

£	£	£
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f) TV and Radio

£	£	£
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i) Receipts from Sky / BBC / ITV / Channel 5 agreements, and TV income in respect of European competitions

£	£	£
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ii) Receipts from local agreements

£	£	£
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g) Royalties from merchandise

£	£	£
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h) Shops gross net

£	£	£
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i) Programme Sales gross net

£	£	£
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j) Betting - franchises/concessions

£	£	£
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k) Lottery
(net of prizes and any sellers' commission)

£	£	£
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PART B - Continued

	dd:mm:yy	dd:mm:yy	dd:mm:yy
l) Car Parks (where not separately assessed)	£	£	£
m) Museum / Cinema etc	£	£	£
n) Receipts/distributions from central organisations (excluding any income already included above)	£	£	£
o) Donations	£	£	£
p) Markets, Car Boot Sales etc	£	£	£
q) Ground Share Arrangements	£	£	£
r) Other Receipts (excluding transfers)	£	£	£
s) Other Events (eg concerts, conferences, meetings)	£	£	£
please give details			

PART C - please answer question, and if "Yes" give details

6 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

Description

Name of operator/tenant

Correspondence address

Post code

Current annual rent or payment (excluding VAT)

£

When was this sum fixed?

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

Does the rent include amounts for

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

Has rent/payment from this source been included in the receipts given at Q5 above? No Yes
 (if more than one letting, give similar information on a separate sheet which must be signed and dated)

The remainder of this Notice applies only to occupiers paying a rent or who have a lease, tenancy or agreement. If this is not applicable please complete the declaration on page 5 and return this Notice to me.

PART D - if you pay a rent, or have a lease, tenancy or agreement please answer Q9, and if applicable, Q10

- 7**
- a) Did the tenancy, lease or agreement commence within the last 5 years? No Yes
 - b) Has the rent been agreed, reviewed or altered within the last 5 years? No Yes
 - c) Is the rent currently under review, or is a new lease/agreement being negotiated? No Yes

If you have answered "Yes" to one or more of these questions, go to Part E. Questions 9-23 should be completed.

8 This question should only be completed if you have answered "No" to questions 7(a), (b) and (c) above.

a) Is the current rent payable due for review (other than by reference to turnover or RPI) within the next 12 months either under the terms of the existing lease or upon grant of a new lease? No Yes

b) Date of next rent review/expiry of existing lease

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

No further information is required from you at this stage. Please complete the declaration on page 5 and return this Notice to me.

PART E - please give the following details

9 What is the current **annual** rent?
 £

10 Does the rent shown at Q9 include an amount for:

a) VAT? **No** **Yes**

b) Non-domestic rates? **No** **Yes**

c) Water charges? **No** **Yes**

11 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

12 Is the rent shown at Q9 based upon 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 of the occupier's business
- indexed to the RPI or another index
- other (*eg combination of the above*)

Describe

13 Does the rent payable

a) include occupier's, manager's or staff living accommodation? **No** **Yes**

b) include other property? **No** **Yes**

c) relate to only part of the property? **No** **Yes**

d) relate only to land (*excluding buildings*)? **No** **Yes**

e) relate to a 'shell' unit (*ie lessee had to fit out*)? **No** **Yes**

If the answer is "Yes" to any of the above, give details

14 a) Was the current rent (*ignoring indexation increases*) fixed:

- at the beginning of a new lease/agreement?
- as an interim rent under the Landlord & Tenant Acts?
- at a rent review?
- on renewal of a lease/tenancy?
- as part of a sale and leaseback transaction?

b) When was the rent actually agreed or set?

Day	Month	Year

15 Was the current rent fixed by

Agreement? Independent expert?

Arbitration? A Court?

16 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

If responsibilities for any are shared, please give details below:

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

Day	Month	Year

b) How long was it granted for?

Years	Months
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18 Was a former lease or agreement surrendered early as a condition of the present one being granted?
No **Yes**

19 a) At what intervals is the rent reviewed under the terms of the lease/agreement?

b) When is the next rent review due?

Day	Month	Year

20 Can the rent be reduced on review under the terms of the lease/agreement?
No **Yes**

21 Were any tenants' additions or improvements disregarded at the time the rent stated at Q9 was agreed or determined? (*eg fitting out 'shell', restaurant extension, car parking*)
No **Yes**

If "Yes", give details of the works, date of completion and, if completed within the last 5 years, the cost of the works

PART E - continued

22 Did you pay a capital sum or premium for your lease or agreement (either to landlord or previous lessee) No Yes

If "Yes", if the rent has not been reviewed since, give details of

a) amount of payment

b) date of payment

Day	Month	Year

23 Are there any legal or planning restrictions, unusual terms or conditions in the lease or agreement etc that may have affected the rent payable? (eg surcharge payable in exchange for release for tie; break clause; contracting out of Landlord and Tenant Act rights etc)

No Yes

If "Yes", describe

PART F - 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

Position

I am the Occupier Owner Lessee Occupier's Agent Owner's Agent Lessee's Agent

Daytime telephone no.

Email address

PART G - 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

Post Code

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 1220 2092">Please complete the declaration on Page 5 before you return this notice to me</p>

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