



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

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 including
 postcode

Post code

3 When did you first occupy the property?

Day	Month	Year

4 a) What is the present use of the property?
 (eg. *Ferry terminal etc*)

b) Brief description of facilities

5 a) Do you hold a tenancy, lease or agreement to occupy?
 No Yes

If "Yes", provide the 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

6 a) Is this a statutory dock/harbour undertaking?
 No Yes

If "Yes", please answer the following questions
 b) State the name/title of the statutory undertaking

PART B - Please give details for container/box numbers for the last 3 years or since occupation commenced

A computer printout of these details may be attached if it is more convenient.
 If the information does not relate to a whole year, or if you were not trading continuously, state the relevant number of weeks.

Period ending	dd:mm:yy	No. of weeks	dd:mm:yy	No. of weeks	dd:mm:yy	No. of weeks
7 Number of containers handled	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of 20 foot boxes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of 40 foot boxes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of other sizes:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please specify size:	<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"/>

PART C - continued

	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total Gross Expenses	£	£	£

e) Depreciation

i) Plant and Machinery	£	£	£
ii) Fixtures, fittings and equipment	£	£	£
iii) Vehicles	£	£	£
iv) Other (<i>specify</i>)	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total Depreciation	£	£	£

e) Contribution towards Head Office Expenses (<i>if applicable</i>)	£	£	£
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Remarks - please provide any further information relating to your accounts if necessary

PART D - Lettings

- 9 If rent is received from the letting of part of the property please provide a schedule detailing all of the lettings to include the following in respect of each individual letting:

Property address	<input type="text"/>														
Property description	<input type="text"/>														
Tenant	<input type="text"/>														
Passing rent	£ <input type="text"/>	When was this rent fixed?	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>	Day	Month	Year									
Day	Month	Year													

PART E - Contractual occupation details

- 10 If the answer to Part A 5 a) is Yes, please provide the following information.

Do you occupy under the terms of tenancy, lease or licence agreement?
If Yes, please move to part F. If NO, please move on to Part G

No Yes

PART F - If you occupy under the terms of a lease, tenancy, or licence please answer the following questions:

- 11 a) Did the tenancy, lease or agreement commence within the last 5 years? No Yes
- b) Has the rent or other payment been agreed, reviewed or altered within the last 5 years? No Yes
- c) Is the rent or other payment currently under review, or is a new lease/agreement being negotiated? No Yes
- 12 a) Is the current rent payable due to 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

- 13 What is the current **annual** rent?

£

PART G - 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	<input type="text"/>																	
Name in <i>CAPITALS</i>	<input type="text"/>																	
Date	<table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>	Day	Month	Year														
Day	Month	Year																
Position	<input type="text"/>																	
I am the	Occupier <input type="checkbox"/>	Owner <input type="checkbox"/>	Lessee <input type="checkbox"/>	Occupier's Agent <input type="checkbox"/>	Owner's Agent <input type="checkbox"/>	Lessee's Agent <input type="checkbox"/>												
Daytime telephone no.	<input type="text"/>			Email address	<input type="text"/>													

PART H - 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 <i>CAPITALS</i>	<input type="text"/>	
Daytime telephone no.	<input type="text"/>	Email address <input type="text"/>
Correspondence address	<input type="text"/>	
	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

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="379 2078 1286 2110">Please complete the declaration on Page 10 before you return this notice to me</p>