



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](mailto: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](mailto: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 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?  
*(e.g. host site, telecoms, broadcast etc)*

b) Please describe the building(s) or the part/floors/  
 rooms/cabins etc you occupy *(if you do not occupy all of  
 this property)*

c) Please state the height(s) of the mast(s), tower(s), or  
 pole(s) above ground level or above base structure

d) Please describe the type of construction of the mast  
*(eg lattice, pole etc.)*

**5** Indicate your type of tenure  
 Freehold     Long leasehold at ground rent  
 Leasehold     Tenancy  
 Licence  
 If combination, give details.

**Question 7(a) should be completed irrespective of  
 the type of tenure**

**6** a) Please state the landlord's name and address  
  
**Post code**

b) If the occupier is connected with the landlord in any  
 way, state the relationship

**Details of Site Sharers**

**This section should be completed if the occupier or host named at question 1 has granted permission to any other persons for the erection, installation or operation of communications equipment on or in the premises.**

**7a)** Is the site shared with other operators/broadcasters?  
 No  Yes

If "Yes", state the number of site sharers and complete details below for each site sharer:

**If there are more than 4 such arrangements please continue on the "Further Information and Remarks" section on page 6 or on a separate sheet of paper.**

**USER 1**

Name of equipment operator

Date sharer first occupied  

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

Is a payment made to the current occupier or host named in question 1?  
 No  Yes

a) to erect accommodation for his own equipment?  
 No  Yes

b) to use existing accommodation?  
 No  Yes

Please provide details of the number and type of aerials permitted under the terms of the agreement:

**USER 2**

Name of equipment operator

Date sharer first occupied  

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

Is a payment made to the current occupier or host named in question 1?  
 No  Yes

a) to erect accommodation for his own equipment?  
 No  Yes

b) to use existing accommodation?  
 No  Yes

Please provide details of the number and type of aerials permitted under the terms of the agreement:

## Details of Site Sharers - Continued

### USER 3

Name of equipment operator

Date sharer first occupied

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

Is a payment made to the current occupier or host named in question 1?

No  Yes

a) to erect accommodation for his own equipment?

No  Yes

b) to use existing accommodation?

No  Yes

Please provide details of the number and type of aerials permitted under the terms of the agreement:

### USER 4

Name of equipment operator

Date sharer first occupied

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

Is a payment made to the current occupier or host named in question 1?

No  Yes

a) to erect accommodation for his own equipment?

No  Yes

b) to use existing accommodation?

No  Yes

Please provide details of the number and type of aerials permitted under the terms of the agreement:

**If the receipt of any income referred to in question 7(a) affects the amount of any rent that you have to pay please give full details at question 17 in part B**

**7b)** Please give details of any services provided by the occupier named at question 1 and state (by a tick in the appropriate box below) whether the cost is recovered in the payments referred to above or paid separately

**Service**

**Service**

**Separate**

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

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

The annual amount included in the above payments for services (*excluding VAT*) is

£

The annual amount paid separately for services (*excluding VAT*) is

£

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

## Part B - IF YOU PAY A RENT AND HAVE A LEASE, TENANCY OR LICENCE AGREEMENT COMPLETE THE FOLLOWING

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

**10** 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 |
|-----|-------|------|

**9** Does the rent shown at Q11 include an amount for

VAT? No  Yes

Non-domestic rates? No  Yes

Water charges? No  Yes

Site sharing? No  Yes

**PART B - Continued**

**11** 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 |
|-------|--------|

**12** a) At what intervals is the rent reviewed?

b) When is the next rent review due?

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

**13** Is the rent paid at Q8 based on

Open market value?

Other? (please specify)

**14** Who is ultimately responsible for the following costs

a) outside repairs  Landlord  Tenant

b) inside repairs  Landlord  Tenant

c) building insurance  Landlord  Tenant

**15** Does the rent include an amount in respect of

a) any services provided by the landlord? (eg maintenance of common parts) **No**  **Yes**

b) parking spaces or garaging? **No**  **Yes**

c) the use of trade fixtures, fittings, plant & machinery, furniture? **No**  **Yes**

**16** a) Was a former lease or agreement surrendered condition of the present one being granted? **No**  **Yes**

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

c) Was a capital sum or premium paid by or to the occupier in respect of the lease or agreement? **No**  **Yes**

d) 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**

**17** a) Does the rent only relate to part of the property? **No**  **Yes**

b) Does the rent include any other property? If "Yes", give details **No**  **Yes**

c) Is additional rent to that shown at Q8 paid to the landlord in respect of site sharers? **No**  **Yes**

**\*If "Yes", give details for each site sharer shown in Q7**

**\*Details of Site Sharers**

**USER 1**

Current additional annual rent

Date when fixed 

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

Please state at what intervals and on what basis the payments are received under the terms of agreement?

Are/were any capital or premium payments made by the site sharer under the terms of any agreement? **No**  **Yes**

If "Yes", give details of the amounts and dates

Amount  Date 

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

Are/were any site works or improvements carried out by the site sharer? **No**  **Yes**

If "Yes", please give details of the costs and type of works

Type of work  Cost

**USER 2**

Current additional annual rent

Date when fixed 

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

Please state at what intervals and on what basis the payments are received under the terms of agreement?

Are/were any capital or premium payments made by the site sharer under the terms of any agreement? **No**  **Yes**

If "Yes", give details of the amounts and dates

Amount  Date 

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

Are/were any site works or improvements carried out by the site sharer? **No**  **Yes**

If "Yes", please give details of the costs and type of works

Type of work  Cost

## Details of Site Sharers - Continued

### USER 3

Current additional annual rent £

Date when fixed 

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

Please state at what intervals and on what basis the payments are received under the terms of agreement?

Are/were any capital or premium payments made by the site sharer under the terms of any agreement?

No  Yes

If "Yes", give details of the amounts and dates

Amount £  Date 

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

Are/were any site works or improvements carried out by the site sharer?

No  Yes

If "Yes", please give details of the costs and type of works

Type of work  Cost £

### USER 4

Current additional annual rent £

Date when fixed 

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

Please state at what intervals and on what basis the payments are received under the terms of agreement?

Are/were any capital or premium payments made by the site sharer under the terms of any agreement?

No  Yes

If "Yes", give details of the amounts and dates

Amount £  Date 

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

Are/were any site works or improvements carried out by the site sharer?

No  Yes

If "Yes", please give details of the costs and type of works

Type of work  Cost £

## PART C - 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 D - 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 2089"><b>Please complete the declaration on Page 5 before you return this notice to me</b></p> |

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