



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	d) Battery installed capacity (<i>if applicable</i>)			
	KW			
2 Is the address shown of the front of this Notice correct?	e) Transmission Entry Capacity (<i>if applicable</i>)			
No Yes	MW			
If "No" , state the correct full postal address including postcode				
	f) Brief description of plant:			
3 When did you first occupy the property?	5 a) Do you hold a tenancy, lease or agreement to occupy?			
Post code	No Yes			
<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px 5px;">Day</td><td style="padding: 2px 5px;">Month</td><td style="padding: 2px 5px;">Year</td></tr></table>	Day	Month	Year	If "Yes" , provide the name and address of landlord
Day	Month	Year		
4 a) What is the present use of the property? (<i>e.g. power station etc</i>)				
b) Technology type:	b) Other than contractually, are you connected to the landlord in any way?			
	No Yes			
	If "Yes" , state the relationship			
c) Generator installed capacity				
	KW			

PART B - Please give trading receipts and expenditure 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.

Accounting year ending (<i>day:month:year</i>)	:	:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px 5px;">No. of weeks</td><td style="width: 40px; border: 1px solid black;"></td></tr></table>	No. of weeks		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px 5px;">No. of weeks</td><td style="width: 40px; border: 1px solid black;"></td></tr></table>	No. of weeks		<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px 5px;">No. of weeks</td><td style="width: 40px; border: 1px solid black;"></td></tr></table>	No. of weeks	
No. of weeks											
No. of weeks											
No. of weeks											
6 Electricity generated:	MWh	MWh	MWh								

PART B - continued

7 a) Gross receipts - (excluding VAT)

1. Renewable Generators

Electricity Sales	£	£	£
Feed in Tariff	£	£	£
ROC Buyout	£	£	£
ROC Recycle	£	£	£
Contract for Difference	£	£	£
Renewable Heat Incentive	£	£	£
Capacity Market	£	£	£
Balancing Services -Reserve (eg STOR)	£	£	£
Balancing Services -Frequency Response (eg EFR, FFR)	£	£	£
Embedded Benefits	£	£	£
By-product sales (e.g compost, ash)	£	£	£
Hot water / heat/steam sales	£	£	£
Gate income from waste	£	£	£
Other income (Please specify)	£	£	£
	£	£	£
Total Gross Receipts	£	£	£

PART B - continued

2. Fossil Fuel Generators

Electricity Sales	£	£	£
Tolling contract payment	£	£	£
Contract for Difference	£	£	£
Capacity Market			
Capacity Market (T-4 auction)	£	£	£
Capacity Market (T-1 auction)	£	£	£
ROC Buyout (co-firing)	£	£	£
ROC Recycle (co-firing)	£	£	£
Balancing mechanism	£	£	£
Ancillary services	£	£	£
Carbon allowances & trading	£	£	£
Ash sales	£	£	£
Hot water / heat/steam sales	£	£	£
STOR payment	£	£	£
DSBR payment	£	£	£
Other income (Please specify)	£	£	£
	£	£	£
Total Gross Receipts	£	£	£

PART B - continued

7 b) Cost of Sales

Fuel or Feedstock	£	£	£
Imported power	£	£	£
TNuoS	£	£	£
BSuoS	£	£	£
Carbon	£	£	£
Other costs (Please specify)	£	£	£
Total Gross Receipts	£	£	£

7 c) Total Gross Profits (ie. 7(a) minus 7(b))	£	£	£
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7 d) Operating Expenses

i) Wages & Salaries (excluding NI and pension contributions):	£	£	£
ii) National Insurance:	£	£	£
iii) Pension contributions:	£	£	£
iv) Director's remuneration:	£	£	£
v) Energy and utilities (ie heatinglighting, power, water):	£	£	£
vi) Building maintenance and repairs:	£	£	£
vii) Repairs and renewals of fixtures, fittings, equipment and plant:	£	£	£
viii) Rent:	£	£	£
ix) Advertising, marketing and promotions:	£	£	£
x) Administration and sundries:	£	£	£
xi) Business rates:	£	£	£
xii) Building insurance:	£	£	£

PART B - continued

Accounting year ending (day:month:year)	:	:	:	:	:	:
7 d) Operating Expenses - continued						
xiii) Other insurance:	£		£		£	
xiv) Legal and professional fees:	£		£		£	
xv) Interest paid:	£		£		£	
xvi) Other expenses: (specify – continue on a separate sheet if necessary which must be signed and dated):						
.....	£		£		£	
.....	£		£		£	
.....	£		£		£	
Total Operating Expenses	£		£		£	
7 e) Net Profit (Loss) (ie 7(c) minus 7(d))	£		£		£	
7 f) Depreciation						
i) Plant and machinery	£		£		£	
ii) Fixtures, fittings and equipment	£		£		£	
iii) Vehicles	£		£		£	
iv) Other (specify)	£		£		£	
.....	£		£		£	
.....	£		£		£	
.....	£		£		£	
Total Depreciation	£		£		£	
7 g) Contribution towards Head Office Expenses (if applicable)	£		£		£	

Remarks (if any). Continue on a separate sheet if necessary

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

8 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 and give details.

Description

Name of tenant

Correspondence address

Post code

Current annual rent or payment
(excluding VAT) £

When was this rent fixed?

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

Does the rent include amounts for

rates? No Yes

outside repairs? No Yes

property insurance? No Yes

inside repairs? 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 9 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.

9 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 11-30 should be completed.

10 This question should only be completed if you have answered "No" to questions 9(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
-----	-------	------

No further information is required from you at this stage. Please complete the declaration on page 9 and return this Notice to me.

PART E - Please give the following details:

11 What is the current annual rent?

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)

12 Does the rent shown at Q11 include an amount for

a) VAT? Yes

b) Non-domestic rates? Yes

c) Water charges? Yes

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

PART E - Continued

14 Is the current rent 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 (*eg. to the Retail Price Index or another index*)
- ☐ other (*eg combination of the above*)

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

15 Is the rent increased annually in accordance with changes in the RPI?

No Yes

16 Does the rent payable vary according to the gross or net turnover of the occupier's business?

No Yes

If **"Yes"**, give details

17 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

18 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
-----	-------	------

19 Was the current rent fixed by:

Agreement?

Arbitration?

Independent Expert?

A Court?

20 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**
public and business areas

c) Building insurance **Landlord Tenant**

If responsibilities for any are shared, please give details below

21 a) Does the rent shown at Q11 include any services provided by the landlord (*eg. lighting, heating, cleaning or shared parts*)?

No Yes

If **"Yes"**, and where specifically itemised, what sum is included in the rent (*excluding VAT*)?

b) Is a separate payment made in respect of any services provided by the landlord?

No Yes

If **"Yes"**, and where specifically itemised, what sum is included in the rent (*excluding VAT*)?

c) Describe services provided

PART E - Continued

- 22** Does the rent shown in Q11 include trade fixtures and fittings, plant and machinery, furniture and other equipment belonging to the landlord?

No Yes

If “Yes”, and where specifically itemised, what sum is included in the rent (excluding VAT)?

- 23** 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

- 24** Was a former lease or agreement surrendered early as a condition of the present one being granted?

No Yes

- 25** 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
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- 26** Can the rent be reduced on review under the terms of the lease/agreement?

No Yes

- 27** Were any tenants' additions or improvements disregarded at the time the rent stated in Q11 was agreed or determined? (eg fitting out 'shell', extensions, 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

- 28** Did you pay a capital sum or premium for your lease or agreement (either to a landlord or previous lessee)?

No Yes

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

a) amount of rent

b) date of payment

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

- 29** Did you receive any payment when the lease was granted (if the rent has not been reviewed under the lease), or following assignment of the lease or agreement?

No Yes

- 30** 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. break clause, contracting out of Landlord & 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

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="325 2056 1216 2080">Please complete the declaration on Page 9 before you return this notice to me</p>