



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

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.

Please complete this form in black ink.

PART A - The property and you

1.1 What is the property used for?

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1.2 Write the name and address of the person or company who occupies the property.

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If the property is empty, put 'vacant' in this box.

1.3 When did the person or company first occupy the property?

Day	Month	Year
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1.3(i) Please indicate your type of tenure

- Freehold
- Long leasehold at a ground rent
- Leasehold
- Tenancy
- Licence

PART B - The property and you

2 Please give details of any alterations to buildings, plant or machinery or changes in working conditions that may have affected the workings of the mine/quarry/tipping site since you last completed a rent return.

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PART A - Notes

Question 1.1

For example, mine, quarry, landfill site, brickworks, or any combination.

If the property is empty, describe its next most likely use.

Question 1.2

If the property is occupied:

- Enter the full name of the individual or company that occupies the property.

If there is more than one occupier, please enter the names of all of them.

- If the property is occupied by a company, enter the address of the company's registered office, and the Company Secretary's name if you know it.

Question 1.3

Enter the date the person or company took on the property, even if you did not start trading or paying rent from that date.

Question 1.3(i)

This refers to all parts of the property. If part of the property is 'Freehold' and part 'Leasehold' please tick both boxes.

PART B - Notes

Question 2

It is important that any alteration to the rating list made by the Valuation Officer following the receipt of this form fully reflects the circumstances for the period it relates to.

PART C - Output

If minerals or other materials worked on the hereditament are removed for sale or use, please provide the following details:
(give the output in tonnes, cubic metres, etc; in the case of manufactured articles such as bricks or tiles you may give the number of articles produced)

3 a) Name or grade of product:

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b) Output for calendar year to 31 December:

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If output commenced after 1 Jan last year please give:

c) Date of commencement:

Day	Month	Year
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d) Output to date:

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4 Please give details of any minerals brought to the site for processing etc: (give details of the materials, quantities etc and say whether they have already been included in the output section)

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PART D - Input

If refuse or waste material is brought onto and permanently deposited on the hereditament, please give the the following details:
(give the quantity in tonnes, cubic metres - state whether loose or after compaction, gallons etc)

5 a) Type of refuse or waste materials: (inert, domestic, commercial, special wastes - please state type of special waste)

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b) Quantity of each type of waste for calendar year to 31 December:
(in tonnes where known or, if provided in cubic metres, indicate if loose or compacted)

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c) Payment received:

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If tipping commenced after 1 Jan last year please give:

d) Date of commencement:

Day	Month	Year
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e) Input to date:

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PART E - Reclaimed materials

If any materials worked are reclaimed give details of the materials recovered, quantities and payments received for each type of material and say whether they have been included in question 3

6 a) Type of material

b) Quantity:

c) Payment:

d) If the recovery is carried out by someone else please give their name and address:

Post code

PART F - Landfill gas

Please give the following details if landfill gas is produced

7 a) Quantity produced (Therms etc):

b) Quantity sold (Therms etc):

c) Quantity used on site (Therms etc):

d) Payment received:

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
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Position

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

Daytime telephone no. Email address

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 *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

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

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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>

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

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