

Please complete this form in black ink.

PART A - please give the following details

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

3 When did you first occupy the property?

Day	Month	Year
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4 Indicate your type of tenure

- Freehold Long leasehold at a ground rent
 Leasehold Tenancy
 Licence

If combination, give details

5 If the occupier is connected with the landlord in any way, state the relationship (including where you are tied to selling fuel supplied by your landlord).

PART B

6 How would you describe the market (eg "Farmers Market" or "Antique Fair" etc)?

7 How is the market place used on market day?

a) State the total area (in m²) of the market place (an approximate area will suffice)

b) State the number of stalls or positions for stalls that are available

c) State how many places are available for traders to "pitch up" (but no stall is allowed)

d) State what area of land is available to rent out for other uses (eg rides)

8 When does the market operate? (Please tick)

Hours

from to

Weekdays

Mon Tue Wed Thu
 Fri Sat Sun

Months

Jan Feb Mar Apr
 May Jun Jul Aug
 Sep Oct Nov Dec

Years

Every Year 2 Years 3 Years
 4 Years 5 Years 6 Years

Every years (if more than six)

9 What year did the market start operating? (for markets established before 1955, an approximation will suffice)

Originally

In it's current position

PART B - Continued

10 How was the market established?

Historic Royal Charter

Prescription

Part III of Food and Drugs Act 1955

Food Act 1984

Other (please specify)

11 Please indicate how the land is used when not being used as a market place. (Indicate more than one if appropriate).

a) Market square left as open space

b) Market square used for car parking at other times

c) Roadway - pedestrianised

d) Roadway - trafficked

e) Dedicated area of extra wide highway normally left as open spaces

f) Dedicated area of extra wide highway normally given over for car parking

g) Dedicated area of extra wide highway normally given over for other use (please specify)

h) Land (off highway area) dedicated for market use only

i) Land (off highway area) with other uses (please specify) on non-market days

j) Other (please specify)

12 Is the market on the highway?

No Yes

13 Please provide other details regarding running the market(s).

a) Who organises the market on the ground?

Operator (named at Q1)

Other person (please specify and provide contact details)

b) Who decides where stalls are sited?

Operator (named at Q1)

Other person (please specify and provide contact details)

c) Who controls the land on non-market days?

Operator (named at Q1)

Other person (please specify and provide contact details)

d) Is anyone else involved in deciding how the market is run? (please specify)

e) Are any items relating to the market locked away on site on non-market days? (please specify)

f) Are there any signs or facilities fixed in the place the market operates?

Permanent signs

Advertising posters

Electricity points

Water points

Marked out areas for stalls

Marked out pitches

Other (please specify)

PART C - Receipts - please give trading receipts for the last 3 financial years

14 Accounting year ending (day:month:year)	<input type="text"/>	No of weeks <input type="text"/>	<input type="text"/>	No of weeks <input type="text"/>	<input type="text"/>	No of weeks <input type="text"/>
Total Gross Receipts (<i>excluding VAT</i>)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
a) From the public to merely enter the market place	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
b) From the traders to merely enter the market place	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
c) From the traders to set up stalls	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
d) From the traders to occupy a pitch (<i>but not a stall</i>)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
e) From the traders to occupy pens for the use of their own animals	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
f) Any other receipts from traders	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
g) Administrative fees received	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

15 Expenditure - Please provide details regarding any expenditure incurred running the market (s).

a) Levies	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
b) Monitoring	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
c) Administration	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
d) Security	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
e) Other fees	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Where necessary, please provide any further details or explanations regarding the receipts or expenditure you have provided.

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

- 16** Is any rent received from letting other parts of the property (excluding items dealt with in Q14 above)? No Yes

If "Yes", state number of lettings (if more than two lettings, continue on the bottom of page 7 and page 8 or on a separate sheet that must be signed and dated)

Letting 1

Description
Use:
Name of operator/tenant:
Correspondence address:
Post code

Current annual rent or payment (excluding VAT) £

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

Date when fixed

Has rent/payment from this source been included in the receipts given at Q14 above? No Yes

Does the rent include amounts for
 Business rates? No Yes
 Property Insurance? No Yes

Letting 2

Description
Use:
Name of operator/tenant:
Correspondence address:
Post code

Current annual rent or payment (excluding VAT) £

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

Date when fixed

Has rent/payment from this source been included in the receipts given at Q14 above? No Yes

Does the rent include amounts for
 Business rates? No Yes
 Property Insurance? No Yes

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 7 and return this Notice to me.

PART E - Questions 17 - 25 should be completed

17 What is the current annual rent? £

- 18** Does the rent shown at Q17 include an amount for
- a) VAT? No Yes
- b) Non-domestic rates? No Yes
- c) Water charges? No Yes

19 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
-----	-------	------

20 Is the rent shown at Q17 based upon open market value? No Yes

- If "No", tick appropriate box and give details.
- at the beginning of a new lease/agreement?
- as an interim rent under the Landlord & Tenant Acts?
- at a rent review?
- at a lease renewal?
- as part of a sale and leaseback transaction?

Give details

21 Is the rent increased annually in accordance with changes in the RPI? No Yes

22 Does the rent payable vary according to the gross or net turnover of the occupier's business? No Yes

If the answer is "Yes", give details below:

- 23** 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

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

- 24** 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?
- at a lease renewal?
- as part of a sale and leaseback transaction?

b) When was the rent actually agreed or set?

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

PART E - Continued

25 Was the current rent fixed by:

- Agreement?
- Arbitration?
- Independent Expert?
- A Court?

26 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

27 a) Does the rent shown at Q17 include an amount for any services provided by the landlord? (eg effluent disposal, cleaning, lighting, heating)

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? (eg effluent disposal, cleaning, lighting, heating)

No Yes

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

c) Describe services provided

28 Does the rent shown at Q17 include trade fixtures and fittings, plant & 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)

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

29 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
-------	--------

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

No Yes

31 a) At what intervals is the rent reviewed under the terms of the lease/agreement? (Other than indication or variation in rates or services)

b) When is the next rent review due?

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

32 Can the rent be reduced on review under the terms of the lease/agreement?

No Yes

33 Were any tenants' additions or improvements disregarded at the time the rent stated at Q17 was agreed or determined?

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

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

No Yes

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

a) amount of payment

£	
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b) date of payment

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

35 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 restrictions on the types of sales; break clause; contracting out of Landlord and Tenant Act rights)

No Yes

If "Yes", please give details below

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

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

Please complete the declaration on Page 7 before you return this notice to me