



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
-----	-------	------

**4** What is the present use of the property?  
*(eg theatre, cinema, bingo hall etc)*

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

**6** a) If the occupier is connected with the landlord in any way, state the relationship  
  
 b) State the landlord's name and address  
  

**Post code**

**PART B - Lettings**

**7** Is any rent received by the occupier named at Q1 from letting any parts of the property? No  Yes   
 If "Yes", state the number of lettings and complete below

Description   
 Use   
 Name of Tenant   
 Correspondence address   
 Current annual rent (exc VAT) £   
 Date when fixed 

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

If more than one letting, give similar information on page 6, or on a separate sheet which must be signed and dated.

**PART C - Concessions or Franchises**

**8** Are any payments received by the occupier named at Q1 by way of concessions or franchise agreements for the right to sell goods or provide services?  
 No  Yes   
  
 If "Yes", state the number of operators and complete below *(give details for the last 3 years)*

a) Name of operator

b) Use

c) Description

Account year ending  

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

No. of weeks  

--	--	--

Income received  

£	£	£
---	---	---

a) Name of operator

b) Use

c) Description

Account year ending  

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

No. of weeks  

--	--	--

Income received  

£	£	£
---	---	---

If more than two operators, give similar information on page 6, or on a separate sheet which must be signed and dated.

## PART D - Receipts - please give trading receipts for the 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

- 9 a) Please give your gross receipts (excluding VAT) for the items set out below for each of the last 3 financial years ending on the date to which your accounts are usually made up. Do not include payments received for concessions or franchises granted to some other person to sell goods or provide facilities/services etc. You should give these details in your answer to question 8. Any separate lettings should be given at question 7. For Bingo Halls all amounts should be exclusive of Gross Profits Tax (GPT) and VAT.

**A computer printout of these details may be attached, or alternatively, if it is more convenient, you may supply copies of certified accounts or management statements/profit and loss accounts.**

Account Year Ending	No of weeks	No of weeks	No of weeks
	Day	Month	Year
<b>Gross Receipts</b>			
a) Admissions ( <i>eg Box Office</i> ) including membership subscriptions	£	£	£
b) Meals and refreshments including bar, restaurant and buffet sales, ice cream and confectionery, cigarettes and tobacco	£	£	£
c) Car Park	£	£	£
d) Amusements ( <i>eg gaming machines, juke boxes, pool tables</i> ) excluding prize money	£	£	£
e) Grants and subsidies	£	£	£
f) In the case of bingo halls			
i) Prize mechanised bingo	£	£	£
ii) Participation fee	£	£	£
g) All other receipts ( <i>eg advertising, programmes, other sales etc</i> )	£	£	£
h) Deficit funding ( <i>eg funding from either internal or external sources, which is intended to make up any shortfall between gross receipts in a-g above and total operating expenditure</i> )	£	£	£
<b>TOTAL GROSS RECEIPTS</b> ( <i>excluding concessions or franchises</i> ) ( <i>for bingo halls this should also exclude stake money and GPT</i> )	£	£	£
9 b) The number of admissions for each year shown			
9 c) In the case of bingo halls: Promotional expenditure ( <i>ie added prize money, gifts and other prizes, printing and postage of promotional flyers, local advertising, coach/taxi costs bringing customers in/out, live entertainment</i> )	£	£	£
9 d) Remarks if any			

The rest of this Notice only applies to people paying a rent or having a lease, tenancy or licence agreement. If this is not applicable to you please complete the Declaration on page 6 and return this Notice to me.

**PART E - If you pay a rent, or have a lease, tenancy or agreement please answer Questions 10 - 30**

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

**11** 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

**12** 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
- indexed (*eg to the Retail Price Index*)
- other (*eg combination of the above*)

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

**13** 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
-------	--------

**14** a) At what intervals is the rent reviewed under the terms of the lease or agreement (*other than for variations in Rates or services*)?

b) When is the next rent review due?  

Day	Month	Year

**15** Is the current rent under review or is a new lease/agreement being negotiated?  
 No  Yes

If "Yes", give details

**16** Does the rent shown at Q10 include an amount for

- a) VAT? No  Yes
- b) Non-domestic rates? No  Yes
- c) Water charges? No  Yes

**17** If the answer to Q16 for VAT was "Yes", is VAT payable in respect of the whole property?  
 No  Yes

If "No", please state the amount of rent that is subject to VAT (domestic use is exempt)

£

Can the VAT payable be reclaimed as part of the present occupier's business expenditure?

No  Yes

**18** Was the current rent 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?

When was the rent actually agreed or set?

Day	Month	Year

**19** Can the rent be reduced on review under the terms of the lease or agreement?

No  Yes

**20** Does the current rent payable

- a) include 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

**21** Was the current rent fixed by:

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

**22** 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

**PART E - Continued**

**23** a) Does the current rent include an amount for any services provided by the landlord?  
(eg lighting, heating, cleaning of shared parts)

No  Yes

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

£

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

No  Yes

If "Yes", what annual amount is paid separately for services? (exc VAT)

£

c) Describe services provided

**24** Does the current rent include trade fixtures, fittings, plant and machinery, furniture or other equipment belonging to the landlord?

No  Yes

If "Yes"

a) what sum is included in the rent? (exc VAT)

£

b) give details of items provided

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

No  Yes

If "Yes", give details

**26** When your current rent was agreed or set, was your Uniform Business Rate demand subject to transitional phasing arrangements?

No  Yes

**27** Are there any legal or planning restrictions, unusual conditions or terms in the lease or agreement that may have affected the rent payable (eg break clause, contracting out of Landlord and Tenant Act rights etc)

No  Yes

If "Yes", give details

**28** a) 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

b) Are/were any works required to be carried out by the tenant as a condition of the present tenancy or agreement?

No  Yes

If the answer to either question is "Yes" please give details including:

**Type of work**

**Date of completion**

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

**Cost**

£

c) Give details of any tenant's additions or improvements which were disregarded at the time the current rent was agreed or determined (eg fitting out a shell, extensions, car parking)

**Type of work**

**Date of completion**

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

**Cost**

£

**29** Give details of any rent free period or capital sum or premium paid to the occupier when the lease or agreement was granted (if the rent has not been reviewed since) or following assignment of the lease or agreement

**30** Give details of any capital sum or premium paid by the occupier in respect of the lease or agreement (either to the landlord or previous occupier) if the rent has not been reviewed since

**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](mailto: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 6 before you return this notice to me**

## 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 6 before you return this notice to me**