

Request for information

Non-Domestic Rating

-	

For office use only

The Valuation Office is an Executive Agency of HM Revenue & Customs

Address:	I
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	I I
Reference number:	I I
	I I
	1

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.

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

Large Print

Large format print copies of this form are available on request from 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		3	When did you first occupy the property?	ır
2	Is the address shown of the front of this No If "No", state the correct full postal address.	Yes 🗌	4	Do you hold a tenancy, lease or agreement to occupy? No Yes If "Yes", name and address of landlord	
PA	RT B - please give trading receipt	ts for last 3 fina	ıncial y	years	
acco	ounts, management statements or profit and	loss accounts.		s more convenient, you may supply copies of	
	- ·			g continuously, state the relevant number of weeks.	_
5	Accounting year ending (day:month:year)		No. of weeks	No. of weeks No. of weeks	
	a) Reciepts				
	HBLB Fixture Incentive Scheme	£		£	
	Race Day Income				
	Admissions	£		£	
	Bookmakers' Badges	£		£	
	Car Parks	£		£	\exists
	Racecards	£		£	三
	Tote Percentage Payment	£		£	三
	Betting Shop Income	£		£	三
	Advertising	£		£	ヿ
	Catering	£		£	ヿ
	TV & Sound Radio	£		£	Ħ
	Share of Sales / Claims	£		£	ヿ
	HBLB Abandonment Payments	£		£	三
	Total Others	£		£	ᆿ
	(give details)	£		£	ヿ
	Total Raceday Income	£		£	\exists
	Fixed Income: Relating to Racing Ac	tivities			
	Club Membership / Subscriptions	£		£	\neg
	SIS Royalty Income	£		£	\dashv
	Premium Telephone Service	£		£	\dashv
					\dashv
	Box Rental Income	£		£	

	: :	: :	: :	
Catering	£	£	£	
TV / Radio Royalties	£	£	£	
Attheraces / GG Media Income	£	£	£	
Betting Shop	£	£	£	
Advertising	£	£	£	
Total Others	£	£	£	
(give details)	£	£	£	
Sub Total	£	£	£	
Fixed Income: Other Operating Income				
Management Fees	£	£	£	
Lettings – Land	£	£	£	
Lettings – Building	£	£	£	
Caravan Sites / Rallies	£	£	£	
Surplus on Sale of Fixed Assets	£	£	£	
Total Others(give details)	£	£	£	
(give detaile)	£	£	£	
Sub Total	£	£	£	
Fixed Income: Investment Income				
SIS Dividends	£	£	£	
Total Others(give details)	£	£	£	
Sub Total	£	£	£	
Total Fixed Income	£	£	£	
b) Exceptional racing activity cos	ts (Incurred by racecourse	and not reimbursed)		
Year ending			: :	
(day:month:year)				
Temporary stands / marquees Insurance premium –	£	£	£	
abandoned meetings	£	£	£	
Total Others(give details)	£	£	£	
(give details)	£	£	£	
c) Race days				
Numbers scheduled				
Additional / replacement	+			
Abandoned -	_	-		
Total Held				

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

6	Is any rent received from letting other part (including advertising rights, stations or ho		y	No	Yes	
			more tha	n two lettings, continue on the botto		
	If "Yes", state number of lettings		or on a se	eparate sheet that must be signed a		
	Letting 1			etting 2		_
	Description Use: Name of operator/tenant: Correspondence address:			Description Use: Name of operator/tenant: Correspondence address:		
	Post co	ode		Po	ost code	
	Current annual rent or payment (excluding VAT)	<u>:</u>		Current annual rent or payment excluding VAT)	£	
	Date when rent fixed	ay Month Year		Date when rent fixed	Day Month Year	
	Has rent/payment from this source been in receipts given at Q5a above? No	ncluded in the		Has rent/payment from this source beceipts given at Q5a above?	peen included in the	
	Does the rent include amounts for			Does the rent include amounts for		
	rates? No Yes outside repairs	s? No Ves	☐ r	ates? No Yes outside r	epairs? No 🗌 Yes	
	property No Yes inside repairs?	No Yes		oroperty No Yes inside rensurance?	pairs? No Yes	
	remainder of this Notice applies only to applicable please complete the declarat				or agreement. If this is	;
PA	RT D - If you pay a rent, or have a le	ease, tenancy	or agre	eement please give the follow	ing details:	
7	What is the current annual rent?		10	Does the rent payable		
7	What is the current annual rent?		10	a) include occupier's, manager's	No Yes]
7 8		nount for:	10	a) include occupier's, manager's or staff living accommodation?]
7 8	£ Does the rent shown at Q7 include an am a) VAT? No	Yes 🗆	10	a) include occupier's, manager's or staff living accommodation?b) include other property?	No Yes]
7	£ Does the rent shown at Q7 include an am a) VAT? No b) Non-domestic rates? No	Yes Yes	10	a) include occupier's, manager's or staff living accommodation?b) include other property?c) relate to only part of the property?]
7 8 9	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No c) Water charges? No When did the current rent first become pa	Yes Yes Yes Yes Yes	10	a) include occupier's, manager's or staff living accommodation?b) include other property?c) relate to only part of	No Yes]
7 B	£ Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No c) Water charges? No	Yes Yes Yes Yes ayable by you the lease or due to	10	a) include occupier's, manager's or staff living accommodation?b) include other property?c) relate to only part of the property?d) relate only to land	No Yes No Yes No Yes]
7 8 9	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes ayable by you the lease or due to	10	a) include occupier's, manager's or staff living accommodation?b) include other property?c) relate to only part of the property?d) relate only to land (excluding buildings)?	No Yes No Yes No Yes	
7 8 9	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes Ayable by you the lease or due to es payable)	10	a) include occupier's, manager's or staff living accommodation?b) include other property?c) relate to only part of the property?d) relate only to land (excluding buildings)?	No Yes No Yes No Yes above, give details	
7 8 9	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes Ayable by you the lease or due to es payable)		 a) include occupier's, manager's or staff living accommodation? b) include other property? c) relate to only part of the property? d) relate only to land (excluding buildings)? If the answer is "Yes" to any of the answer is "Yes" t	No Yes No Yes No Yes above, give details	
7 8 9	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes Ayable by you the lease or due to es payable)		 a) include occupier's, manager's or staff living accommodation? b) include other property? c) relate to only part of the property? d) relate only to land (excluding buildings)? If the answer is "Yes" to any of the answer is "Yes" to any of the fixed: 	No Yes No Yes No Yes above, give details	
7 8 9	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes Ayable by you the lease or due to es payable)		 a) include occupier's, manager's or staff living accommodation? b) include other property? c) relate to only part of the property? d) relate only to land (excluding buildings)? If the answer is "Yes" to any of the answer is "Yes" t	No Yes No Yes No Yes above, give details	
7 B	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes Ayable by you the lease or due to es payable)		 a) include occupier's, manager's or staff living accommodation? b) include other property? c) relate to only part of the property? d) relate only to land (excluding buildings)? If the answer is "Yes" to any of the property of the answer is "Yes" to any of the property of the answer is "Yes" to any of the property of the answer is "Yes" to any of the property of the property of the property of the property? a) Was the current rent (ignoring fixed: at the beginning of a new lead as an interim rent under the Landlord & Tenant Acts? 	No Yes No Yes No Yes above, give details indexation increases)	
7 B	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes Ayable by you the lease or due to es payable)		 a) include occupier's, manager's or staff living accommodation? b) include other property? c) relate to only part of the property? d) relate only to land (excluding buildings)? If the answer is "Yes" to any of the answer is "Yes" to any of the as an interim rent under the Landlord & Tenant Acts? at a rent review? 	No Yes No Yes No Yes No Yes e above, give details indexation increases) se/agreement?	
7 8	Does the rent shown at Q7 include an am a) VAT? b) Non-domestic rates? No When did the current rent first become pa or a previous occupier under the terms of agreement? (disregard alterations solely of changes in the amount of rates or services	Yes Yes Yes Yes Ayable by you the lease or due to es payable)		a) include occupier's, manager's or staff living accommodation? b) include other property? c) relate to only part of the property? d) relate only to land (excluding buildings)? If the answer is "Yes" to any of the answer is "Yes" to any of the as an interim rent (ignoring fixed: at the beginning of a new lea as an interim rent under the Landlord & Tenant Acts? at a rent review? on renewal of a lease/tenance	No Yes No Yes No Yes No Yes e above, give details indexation increases) se/agreement? y? ck transaction?	

12	a)	Was the current rent parties?	agreed by the		u answer "Yes" to any of the following questions give Is after Q19 or on page 6.
	b)	If "No" tick whether i	No Yes twas determined	16	Other than contractually, are you connected with the landlord?
		by: Agreement? Arbitration?	Independent expert? A Court?	17	No ☐ Yes ☐ Were any tenants' additions or improvements disregarded at the time the rent stated at Q7 was agreed or
13	cos	ts? (either directly or b	ible for bearing the following by reimbursing the landlord/	18	determined? No Yes When the current lease was granted did you:
		ant by means of a sep			a) surrender a former lease or agreement? No Yes
		outside repairs inside repairs	Landlord Tenant Landlord Tenant		b) pay a capital sum or premium?
		building insurance	Landlord Tenant		No Yes
		esponsibilities for any a ails below:	are shared, please give	19	Are there any legal or planning restrictions, unusual terms or conditions in the lease or agreement etc that may have affected the rent payable?
					No Ves
					answer is "Yes" to one or more of questions 16 , please give details:
15	b) a) b) c)	(whether or not it was occupier) How long was it grant At what intervals is the of the lease/agreeme variations in rates or some was the lease/agreement?	e rent reviewed under the terms nt? (other than indexation or services) Day Month Year eed on review under the terms of		
P	٩R٦	ΓE - Declaration			COMPLETE IN ALL CASES
		best of my know ments is correct		mation	I have given in this form and any
Sig	natu	re			
Naı	ne in	CAPITALS			
Da	e	Day Mon	th Year		
Pos	sition				
	n the		Owner Lessee C	Occupier	's Agent Owner's Agent Lessee's Agent
	ytime phoi	ne no.		Em	ail address

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PART E - Contact Details

If you would like us please give details	to either contact you at a different address or contact someone else if we have any queries about this form, here.
Name in CAPITALS	
Daytime telephone no.	Email address
Correspondence address	
Lane, Durham	to: Valuation Office Agency, Durham Customer Service Centre, Wycliffe House, Green DH1 3UW or if completing digitally , save the PDF and return as an email attachment to g@voa.gov.uk
We hold information	e is an Executive Agency of HM Revenue & Customs, which is a Data Controller under the Data Protection Act in for the purposes of taxes and certain other statutory functions as assigned by Parliament. The information we for any of the Valuation Office Agency's functions.
	ation about you from others, such as other government departments and agencies and local authorities. We tion we receive from them and also from you, with what is already in our records.
	nation to other government departments and agencies and local authorities but only if the law permits us to do curacy of information, to prevent or detect crime and to protect public funds.
Further infor	mation or remarks (if any)
	ner details here if there is insufficient room for you to complete answers to any of the foregoing questions or if uire further explanation or clarification
Question No.	Details

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Further	information	or remarks	(if anv)
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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
	Please complete the declaration on Page 5 before you return this notice to me

Further	information	or remarks	(if any)
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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
	Please complete the declaration on Page 5 before you return this notice to me