



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

1 Name of current occupier (*this is the person who runs the property, but not the manager*)

2 Is the address shown of the front of this Notice correct?

No Yes

If "No", state the correct full postal address below

3 Please provide the name of the person entitled to exhibit advertisements:

4 When did you first occupy the property?

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

5 Indicate your type of tenure

- Freehold Long leasehold at a ground rent
 Leasehold Tenancy
 Licence

If combination, give details

6 If the occupier is connected with the landlord in any way, state the relationship:

Lettings

7 Is any rent received 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 a separate sheet which should be signed and dated.

8 a) Have any structures for exhibiting advertisements been provided by the present occupier?

No Yes

b) If "Yes", please give details of structures and if erected since 1 April 2000 please also provide costs

: £

: £

9 a) Are there any special conditions that affect the use of any structures for exhibiting advertisements?

No Yes

b) If "Yes", please give details of these conditions:

PART B - If you pay Rent and have a lease, tenancy or licence agreement complete the following.

If this is not applicable to you please complete the Declaration on page 4 and return this Notice to me

10 What is the current annual rent?

£

11 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

12 If the answer to Q11 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

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)

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

14 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
-------	--------

PART B - Continued

- 15** a) Is the rent currently under review (or is a new lease/rent being negotiated)?
 No Yes
- b) Can the rent be reduced on review under the terms of the lease or agreement?
 No Yes
- c) At what intervals is the rent reviewed?
- d) When is the next rent review due?

Day	Month	Year

- 16** Does the rent now payable include the use of any structures for exhibiting advertisements? (eg hoardings, frames, posts or walls)
 No Yes
- If "Yes", please give details of structures:

- 17** Is the rent paid at Q10 based on 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
 indexed (eg to the Retail Price Index)
 other (eg combination of the above)
- Give details below:

- 18** Who is ultimately responsible for bearing the following costs? (either directly or by reimbursing the landlord/tenant by means of a separate payment)
- a) repairs Landlord Tenant
 b) property insurance Landlord Tenant

- 19** Does the rent include an amount for any services provided by the landlord? (eg maintaining shared parts)
 No Yes

Give details of any services provided by the landlord and state whether the cost is recovered in the rent or paid separately in a management charge (eg lighting, heating, cleaning of common parts)

Service	Included in rent	Separate payment
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

What annual amount is included in the rent for services? (excluding VAT) £

What annual amount is paid separately for services? (excluding VAT) £

- 20** Was a former lease or agreement surrendered as a condition of the present one being granted?
 No Yes

- 21** Were you given a rent free period or any payment or other benefits when the lease or agreement was granted?
 No Yes

Was a capital sum or premium paid by or to the occupier in respect of the lease or agreement?
 No Yes

If either answer is "Yes" and if the rent has not been reviewed since, give details of any rent free period, or of any amount paid by or to the tenant

- 22** Is the present lease or agreement a renewal of a former tenancy held by the present occupier?
 No Yes

If "Yes", please give details of any additions or improvements disregarded at the time the rent was agreed

- 23** Did the occupier undertake to provide any landscaping or other works as either a condition of the granting of planning permission or as a term of the lease or agreement?
 No Yes

If "Yes"

a) Please give details:

b) How much did they cost? £

c) When were they completed?

Day	Month	Year

- d) Is the value of these works specifically excluded from any rent reviews?
 No Yes

- 24** Does the rent only relate to part of the property?
 No Yes

Does the rent include any other property?
 No Yes

If either answer is "Yes", give details:

PART B - Continued

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

No Yes

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

No Yes

If "Yes", give details

PART C - 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 D - 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.