



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 What is the route of the pipeline?

3 What is the material carried by the pipeline?

2 Who is the present operator of the pipeline?

4 What was the date of installation?

Day	Month	Year

PART B - Pipeline Specifications

Describe details of pipeline specification including length, pipe material, protection and incidence of valve and pumping stations (*continue on page 4 if necessary*):

PART C - Crossings

State the number and types of road, rail and river crossings (*continue on page 4 if necessary*):

PART D - Cost Details

Give details of the cost of the pipeline:

Basic pipe and coatings

Bare pipe - as supplied by the manufacturer	£	<input style="width: 100%;" type="text"/>
Protective coatings	£	<input style="width: 100%;" type="text"/>
Special protective coatings	£	<input style="width: 100%;" type="text"/>

Construction

Preliminaries	£	<input style="width: 100%;" type="text"/>
Pipe deliveries to site from ex site	£	<input style="width: 100%;" type="text"/>
Pipe handling and stringing on site	£	<input style="width: 100%;" type="text"/>
Right of way – Preparation and reinstatement	£	<input style="width: 100%;" type="text"/>
Excavation of trench, granular bed and backfill	£	<input style="width: 100%;" type="text"/>
Pipelaying and welding	£	<input style="width: 100%;" type="text"/>
Coating to bends on site	£	<input style="width: 100%;" type="text"/>
Pipe machining short lengths	£	<input style="width: 100%;" type="text"/>
Pipe testing and weld inspections (pressure)	£	<input style="width: 100%;" type="text"/>
Pipe inspection (Clerk of Works etc.)	£	<input style="width: 100%;" type="text"/>

Special Costs

Dayworks	£	<input style="width: 100%;" type="text"/>
Land drainage	£	<input style="width: 100%;" type="text"/>
Dayworks	£	<input style="width: 100%;" type="text"/>
Land drainage	£	<input style="width: 100%;" type="text"/>
Advance fencing	£	<input style="width: 100%;" type="text"/>

Advance drainage	£	<input style="width: 100%;" type="text"/>
Landscaping	£	<input style="width: 100%;" type="text"/>
Concrete pipe supports	£	<input style="width: 100%;" type="text"/>
Soil survey	£	<input style="width: 100%;" type="text"/>
British Telecom etc.	£	<input style="width: 100%;" type="text"/>
Advance tree clearance	£	<input style="width: 100%;" type="text"/>

Legal Costs

Timber Compensation	£	<input style="width: 100%;" type="text"/>
Easements/Wayleaves	£	<input style="width: 100%;" type="text"/>
Compensation to owners for damage	£	<input style="width: 100%;" type="text"/>
Land agents' fees	£	<input style="width: 100%;" type="text"/>
Pipe dump rental	£	<input style="width: 100%;" type="text"/>
Environmental Statement	£	<input style="width: 100%;" type="text"/>
Solicitors' costs	£	<input style="width: 100%;" type="text"/>

Design and Contract costs

Drawing office	£	<input style="width: 100%;" type="text"/>
Professional staff	£	<input style="width: 100%;" type="text"/>
Quantity Surveyor PQS	£	<input style="width: 100%;" type="text"/>
Geophysical survey	£	<input style="width: 100%;" type="text"/>
Miscellaneous Labour	£	<input style="width: 100%;" type="text"/>
Other costs	£	<input style="width: 100%;" type="text"/>

PART E - Route Plan

Attach a plan showing the route of the pipeline and/or environmental statement

PART F - Further Information

Any further information regarding the pipeline which you feel ought to be brought to my attention (*continue on page 4 if necessary*):

PART G - 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
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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

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
	<p data-bbox="327 2063 1220 2092">Please complete the declaration on Page 3 before you return this notice to me</p>