

PART A - please give the following details

Please complete this form in black ink

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 including postcode

3 When did you first occupy the property?

Day	Month	Year
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4 a) What is the present use of the property?
(eg. *Ferry terminal etc*)

b) Brief description of facilities

5 a) Do you hold a tenancy, lease or agreement to occupy?
No Yes

If "Yes", provide the name and address of landlord

b) Other than contractually, are you connected to the landlord in any way?
No Yes

If "Yes", state the relationship

6 a) Is this a statutory dock/harbour undertaking?
No Yes

If "Yes", please answer the following questions

b) State the name/title of the statutory undertaking

c) Is the Statutory undertaker identified at 6b) also the Competent Harbour Authority?
No Yes

PART B - Please give details of traffic for the last 3 years:

A computer printout of these details may be attached if it is more convenient.
If the information does not relate to a whole year, or if you were not trading continuously, state the relevant number of weeks.

Period ending (day:month:year) : : No. of weeks : : No. of weeks : : No. of weeks

7 Number of Vehicle Units and Passengers:

Number of cars	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of caravans	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of coaches	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART B - continued

b) Total Cost of Sales	£	£	£
Total Gross Profits	£	£	£

c) Operating Expenses

i) Total payroll costs <i>(ie management and staff wages and salaries, NI and pension contributions)</i>	£	£	£
ii) Directors' remuneration	£	£	£
iii) Energy and utilities <i>(ie heating, lighting, power and water)</i>	£	£	£
iv) Building maintenance and repairs	£	£	£
v) Repairs and renewals of fixtures, fittings and equipment	£	£	£
vi) Rent	£	£	£
vii) Advertising, marketing and promotions	£	£	£
viii) Administration and sundries	£	£	£
ix) Business rates	£	£	£
x) Building insurance	£	£	£
xi) Other insurance	£	£	£
xii) Legal and professional fees	£	£	£

xiii) Legal and professional fees
(specify - continue on page 11 or a separate sheet if necessary which must be signed and dated)

	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total Gross Expenses	£	£	£

PART C - continued

d) Net Profit (Loss) £ £ £

e) Depreciation

i) Plant and Machinery £ £ £

ii) Fixtures, fittings and equipment £ £ £

iii) Vehicles £ £ £

iv) Other (specify) £ £ £

£ £ £

£ £ £

£ £ £

Total Depreciation £ £ £

f) Contribution towards Head Office Expenses (if applicable) £ £ £

Remarks (if any). Continue on a separate sheet if necessary

PART D - Commercial Agreements or Lettings

9 a) Are any payments received in lieu of trading receipts (eg by way of commercial or appropriated berth agreements)?

No Yes If "Yes", state the number of agreements and give details (if more than two continue on page 11).

A computer print out of these details may be provided if it is more convenient.

Agreement 1 Description Use Name of Operator

Account year ending (day:month:year) : : No. of weeks : : No. of weeks : : No. of weeks

Income received £ £ £

Agreement 2 Description Use Name of Operator

Account year ending (day:month:year) : : No. of weeks : : No. of weeks : : No. of weeks

Income received £ £ £

PART D - continued

- 9 b) Is any rent received from letting other parts of the property?
No Yes If "Yes", state the number of agreements and give details (if more than one continue on page 11).

A computer print out of these details may be provided if it is more convenient.

Description	<input type="text"/>
Use	<input type="text"/>
Name of tenant	<input type="text"/>
Correspondence address	<input type="text"/>

Current annual rent or payment (excluding VAT) £ When was this rent fixed?

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

Does the rent include amounts for

rates?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	outside repairs?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
property insurance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	inside repairs?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

(if more than one letting, give similar information on a separate sheet which must be signed and dated)

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 10 and return this Notice to me.

PART E - Contractual occupation details

- 10 If the answer to Part A 5 a) is Yes, please provide the following information.

Do you occupy under the terms of tenancy, lease or licence agreement?

If Yes, please answer the questions below. If NO, please move on to Part H

No Yes

Part H requests information on payments you make to your landlord other than in respect of a lease or licence. This may include dues or other charges incurred under agreements such as Commercial Agreement or Appropriated Berth Agreement.

PART F - If you occupy under the terms of a lease, tenancy, or licence please answer the following questions:

- 11
- a) Did the tenancy, lease or agreement commence within the last 5 years? No Yes
- b) Has the rent been agreed, reviewed or altered within the last 5 years? No Yes
- c) Is the rent currently under review, or is a new lease/agreement being negotiated? No Yes
- 12
- a) Is the current rent payable due to review (other than by reference to turnover or RPI) within the next 12 months either under the terms of the existing lease or upon grant of a new lease? No Yes
- b) Date of next rent review/expiry of existing lease:

Day	Month	Year
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Part G of this form concern **ALL** payments you make to your landlord.

Part G requests information on rent and licence fees payable in respect of leases and licences. This may cover all or part of the property (such as buildings only) and you will be asked to provide details where necessary.

Part H requests information on payments you make to your landlord other than in respect of a lease or licence. This may include dues or other charges incurred under agreements such as Commercial Agreements and Appropriated Berth Agreements.

PART G - If you pay rent or have a lease, tenancy or licence please answer the following questions:

In this part references to 'rent' include where appropriate, licences.

13 What is the current **annual** rent?

£

14 Does the rent shown at Q13 include an amount for

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

15 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
-----	-------	------

16 Is the rent shown at Q13 based upon 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 of the occupier's business
- indexed (*eg. to the Retail Price Index or another index*)
- other (*eg combination of the above*)

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

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17 Is the rent increased annually in accordance with changes in the RPI?

No Yes

18 Does the rent payable vary according to the gross or net turnover of the occupier's business?

No Yes

If "**Yes**", give details

--

19 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
- 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

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20 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?
- on renewal of a lease / tenancy?
- as part of a sale and leaseback transaction?

b) When was the rent actually agreed or set?

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

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) Land insurance **Landlord** **Tenant**

If responsibilities for any are shared, please give details below

23 a) Does the rent shown at Q13 include any services provided by the landlord (eg. lighting, heating, cleaning or shared parts)?

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?

No **Yes**

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

£

c) Describe services provided

24 Does the rent shown in Q13 include trade fixtures and fittings, plant and 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)?

£

25 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
-------	--------

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

No **Yes**

27 a) At what intervals is the rent reviewed under the terms of the lease/agreement?

b) When is the next rent review due?

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

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

No **Yes**

29 Were any tenants' additions or improvements disregarded at the time the rent stated in Q13 was agreed or determined? (eg fitting out 'shell', extensions, car parking)

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

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

No **Yes**

If “Yes”, if the rent has not been reviewed since, give details of

a) amount of rent £

b) date of payment

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

31 Did you receive any payment when the lease was granted (if the rent has not been reviewed under the lease), or following assignment of the lease or agreement?

No **Yes**

32 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. break clause, contracting out of Landlord & Tenant Act rights, etc)

No **Yes**

If “Yes” describe

PART H - If you occupy under the terms of a Commercial Agreement or Appropriated Berth Agreement please answer the following questions:

Please provide details in this part of any other agreements (other than those described in Part E, F and G) you have with your landlord. For instance, please provide details of charges payable under any appropriate berth agreement. For convenience you may provide a copy of the agreement and indicate where you believe the question can be answered by examination of the agreement.

If you hold more than one agreement please specify details on page 11.

33 What is the current **annual** payments under those agreements. £

Please illustrate any segments to the payments (eg. fixed and variable payments)

34 Does the agreement provide for a minimum amount payable (ie. if the payment is based on throughput is there a minimum charge?)
No Yes

35 Does the payment shown at Q33 include an amount for
a) VAT? No Yes
b) Non-domestic rates? No Yes
c) Water charges? No Yes

36 When did the current amount first become payable by you or a previous occupier under the terms of the agreement? (disregard alterations solely due to changes in the amount of rates or service payable)

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

37 Is the payment shown in Q33 based upon open market value?
No Yes

If "No", tick appropriate box and give details percentage of open market value

- amount fixed when the agreement was granted
 percentage of turnover of the occupier's business
 indexed to the RPI or another index
 other (eg combination of the above)

Describe

38 When did the agreement begin?

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

39 How long is the current agreement for?
 Years

40 Does the amount shown in Q33 vary annually?
No Yes
If 'Yes' what is the basis for annual valuation?

41 At what intervals is the payment reviewed under a) the terms of agreement?

b) What are the intervals and terms of reviews?

42 Describe the rights granted to you by the agreement. (You may wish to provide a copy of the agreement)

43 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) Land and building insurance Landlord Tenant

44 Does the agreement grant you exemption from payment for
a) Pilotage fees? No Yes
b) Concervancy charges? No Yes
c) Other dues? No Yes

PART I - 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 J - 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

Post Code

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="379 2078 1286 2107">Please complete the declaration on Page 10 before you return this notice to me</p>

Further information or remarks (if any)

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