

Request for information

Non-Domestic Rating

	-

For office use only

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

Address:	I
1.44.000	1
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Reference number:	i
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-	

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		5 h	Has a Pr	emises Licence bee	en granted for the property	r?
						No Yes	
			I	f "Yes" ,	give details includir	ng any conditions restrictir	ıg
					f all/part of the prop		Ŭ
2	a) is the address shown of the front of the	is notice correct?	Γ				\neg
	No 🗌	Yes 🗌					
	If "No", state the correct full postal addre	ess below					
			L				
	b) If there is a web site for the property g	ive details	6 a	a) Do voi	i hold a tenancy lea	ase or agreement to occup	าง?
				-, Do yo	a riola a toriarioy, loc		⁄y.
						No Yes	
3	When did you first occupy the property?		I	f "Yes" ,	name and address	of landlord	_
4	What is the present use of the property?						
•	what is the present ass of the property.						
	☐ Hotel ☐ Lodge/r	estaurant					
		nce centre					
	Holiday centre Other (s						
			L				
			ŀ	a) Othor	than contractually o	are you connected to the	
			ı.		rd in any way?	ire you connected to the	
					, ,	No Yes	
				£ 437 11	-4-4- Al		
			ı	T"Yes",	state the relationsh	ıp	
			Г				\neg
			L				
ΡΔΙ	RT B - please give trading receipts	for last 3 financia	al voare	or sinc	e occupation cor	nmancad	
1 / 1	Tr B - please give trading receipts	ioi last 5 ililalicie	ii years	, or sinc	e occupation cor	IIIIIciicea	
If the	e accounts do not relate to a whole year,	or if you were not t	rading c	ontinuo	usly, state the relev	ant number of weeks.	
7	Turnover (excluding VAT) for	No.	o. of	1	. No. of	No. of	\neg
•	year ending (day:month:year)		eeks		weeks	weeks	
	i) Accommodation/Rooms	£		£		£	
]			\exists
	- average occupancy rate (lodges/ho		%		%		%
	ii) Food excluding wines and liqueurs	£		£		£	
	iii) Intoxicating liquor	£		£		£	
	iv) Other receipts including hire of	£		£		£	\neg
	function/conference rooms and telephones						_
	and telephones						
	v) Total Sales Revenue	£		£		£	

PART C - please answer questions (a) and (b), and if "Yes" to either give details

	a)	Are any payments received in lieu of trading receipts (eg by way of concession or franchise agreement)? No Yes In any rept received from letting	Description
			Use
			Name of operator/tenant
	b)		Correspondence address
	b)	Is any rent received from letting other parts of the property	
		(including advertising rights, stations or hoardings)? No Yes	
			Current annual rent or payment (excluding VAT)
		If "Yes", state number of lettings	Date when fixed
		(If more than two lettings, give	Has rent/payment from this source been included in the receipts given
		similar information on page 6, or on a separate sheet which must be	at Q7?
		signed and dated.)	Does the rent include amounts for
			rates? No Yes outside repairs? No Yes
			property insurance? No Yes inside repairs? No Yes
			Description
			Use
			Name of operator/tenant
			Correspondence address
			Control and the second
			Current annual rent or payment (excluding VAT)
			Date when fixed Day Month Year
			Has rent/payment from this source been included in the receipts given
			at Q7?
			No L Yes L Does the rent include amounts for
			rates? No Yes outside repairs? No Yes
			property insurance? No Yes inside repairs? No Yes
			ccupiers paying a rent or who have a lease, tenancy or agreement. If this is non page 5 and return this Notice to me.
		•	
		, , , ,	se, tenancy or agreement please answer Q9, and if applicable, Q10
9	a)	Did the tenancy, lease or agreement comm	mence within the last 3 years? No Yes
	b)	Has the rent been agreed, reviewed or alt	
	c)	Is the rent currently under review, or is a new	v lease/agreement being negotiated? No Ves V
	lf y	ou have answered "Yes" to one or mor	e of these questions, go to Part E. Questions 11-30 should be completed.
10	Th	is question should only be completed it	f you have answered "No" to questions 9(a), (b) and (c) above.
	a)	Is the current rent payable due for review under the terms of the existing lease or up	(other than by reference to turnover or RPI) within the next 12 months either con grant of a new lease? No Yes
	b)	Date of next rent review/expiry of existing	lease Day Month Year
		further information is required from yo	ou at this stage. Please complete the declaration on page 5 and return this

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PART E - please give the following details

11	What is the current annual rent?	18	a) Was the current rent (ignoring indexation increases) fixed
12	Does the rent shown at Q11 include an amount for	_	at the beginning of a new lease/agreement as an interim rent under the Landlord & Tenants Acts
	a) VAT? No Yes		at a rent review
	b) Non-domestic rates? No Yes		on renewal of a lease/tenancy
	c) Water charges? No Yes	\neg	as part of a sale and leaseback transaction
13	c) Water charges? No Yes When did the current rent first become payable by you or a previous occupier under the terms of the lease or		b) When was the rent actually agreed or set?
	agreement? (disregard alterations solely due to changes in the amount of rates or services payable) Day Month Year	19	Was the current rent fixed by Agreement Independent expert Arbitration A Court
14	Is the rent shown at Q11 based upon open market valu	ie?	Arbitration A Court
	No Yes	20	Who is ultimately responsible for bearing the following costs? (either directly or by reimbursing the landlord/tenant by means of a separate payment)
	If "No", tick appropriate box and give details		a) outside repairs Landlord Tenant
	a percentage of open market value		b) inside repairs <i>public and</i>
	an amount fixed when the lease was granted		business areas Landlord Tenant
	a percentage of turnover of the occupier's busines	SS	c) building insurance
	indexed to the RPI or another index		If responsibilities for any are shared, give details
	stepped rent arrangement other (eg combination of the above)		
	Describe	\neg	
		21	Does the rent shown at Q11 include any trade services provided by the landlord? (eg maintenance of trade
15	Is the rent increased annually in accordance with changes in the RPI?	_	fixtures and fittings, cellar services, marketing, staff training etc) No Yes
16	No ☐ Yes Does the rent payable vary according to		If "Yes", and where specifically itemised, what sum is included in the rent (exc VAT)?
	the gross or net turnover of the business?		£
	No ☐ Yes		Describe services provided
	If the answer is "Yes", give details		Describe services provided
17	Does the rent payable	22	Does the rent shown at Q11 include trade fixtures and fittings, plant and machinery, furniture and other
	a) include proprietor's, manager's or staff living accommodation?No Yes		equipment belonging to the landlord?
	b) include other property? No Ves		No 🖂 Yes 🗔
	c) relate to only part of the property? No Ves		If "Yes" , and where specifically itemised, what sum is included in the rent (exc VAT)?
	d) relate only to land (excluding buildings)?		£
	e) relate to a 'shell' unit (ie lessee had to fit out)? No Yes	23	a) When did the current lease or agreement begin? (whether or not it was granted to the present occupier) Day Month Year
	If the answer is "Yes" to any of the above, give details		Day Fronti Teal
			b) How long was it granted for?
			Years Months

PART E - continued

24	Was a former lease or agreement surrendered early as a condition of the present one being granted? No Yes	28	Did you pay a capital sum or premium for your lease or agreement (either to landlord or previous lessee) ignoring tenants inventory?
25	a) At what intervals is the rent reviewed under the terms		No Yes
	of the lease/agreement? (other than indexation to variations in rates or services)	29	Did you receive any payment when the lease was granted (if the rent has not been reviewed in the lease), or following assignment of the lease or agreement? No Yes
26	b) When is the next rent review (excluding indexation) due? Can the rent be reduced on review under the terms of the lease/agreement?	30	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 and Tenant Act rights etc)
	No Yes		
27	Were any tenants' additions or improvements disregarded at the time the rent stated at Q11 was agreed or determined? (eg fitting out 'shell', restaurant extension, car parking)		No Yes If "Yes", describe
	No Yes If "Yes", describe		
PA	ART F - Declaration		COMPLETE IN ALL CASES
То	ART F - Declaration the best of my knowledge and belief the infor achments is correct and complete.	matio	
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To atta Sign Nam Data Pos I am Day	the best of my knowledge and belief the infor achments is correct and complete. nature me in CAPITALS Tele Day Month Year sition	Occupie	n I have given in this form and any
To atta Sign Nam Date Pos I am Day tele	the best of my knowledge and belief the infor achments is correct and complete. nature me in CAPITALS re Day Month Year sition n the Occupier Owner Lessee	Occupie	n I have given in this form and any er's Agent Owner's Agent Lessee's Agent
To atta Sign Nam Data Pos I am Day tele	the best of my knowledge and belief the infor achments is correct and complete. nature me in CAPITALS te Day Month Year sition on the Occupier Owner Lessee other phone no.	Occupie] Er	n I have given in this form and any er's Agent Owner's Agent Lessee's Agent mail address
To atta Sign Nam Data Pos I am Day tele	the best of my knowledge and belief the informachments is correct and complete. Inature The in CAPITALS The in the Occupier Owner Lessee Owner Phone no. The interval of the informach and in the Occupier Owner ART G - Contact Details The interval of the informach and inte	Occupie] Er	n I have given in this form and any er's Agent Owner's Agent Lessee's Agent mail address
Nam Date Pos I am Day tele If you pleas Nam Day	the best of my knowledge and belief the informachments is correct and complete. Inature The in CAPITALS The Day Month Year The Occupier Owner Lessee Owner Own	Occupie En	n I have given in this form and any er's Agent Owner's Agent Lessee's Agent mail address ct someone else if we have any queries about this form,
To atta Sign Nan Date Pos I am Day tele If you pleas Nan Day tele Corr	the best of my knowledge and belief the informachments is correct and complete. Inature The in CAPITALS The contact Details	Occupie En	n I have given in this form and any er's Agent Owner's Agent Lessee's Agent mail address

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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
	Please complete the declaration on Page 5 before you return this notice to me
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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

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