



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

[Large dashed box for address correction]

If any part of either address is wrong, please correct it.

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")].

You can **download** and complete this form **online**

Go to **www.gov.uk/voa/formsofreturn** and email the completed version to **specialist.rating@voa.gov.uk**

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.

If when filling in this printed form you need more space for any question, you can continue on a separate sheet. Please make sure any extra sheets you use:

- clearly show the relevant question number(s);
- are signed and dated; and
- are securely attached to this form.

Large Print

To request Large Print formats, please phone or email using the contact details opposite.

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.

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

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.

Please complete this form in black ink.

PART 1 - The property and you

1.1 What is the property used for?

1.2 Write the name and address of the person or company who occupies the property. If the property is empty, put 'vacant' in this box.

1.3 When did the person or company first occupy the property?

Day	Month	Year

1.4 State the **extent** of the property occupied (eg. self contained room, area within room)

1.5 If a self contained room is occupied, is it for the tenants's sole use?

No Yes If "No" please enter details of the shared use

1.6 Do you own the property? (not simply the business)

No
Yes Go to Part 5 Transaction numbers

1.7 Do you pay rent/licence fee for the property?

No Go to Part 5 Transaction numbers
Yes

PART 2 - Your Landlord

2.1 Please give the name and address of the person or company to whom you pay rent.

Full name
Address
Post Code

PART 1 - Notes

Question 1.1

For example, site of ATM within shop, stand alone ATM site, hole in wall ATM.

If the property is empty, describe its next most likely use.

Question 1.2

If the property is occupied:

- Enter the full name of the individual or company that occupies the property. If there is more than one occupier, please enter the names of all of them using the 'Further information' section at the bottom of page 6.
- If the property is occupied by a company, enter the address of the company's registered office, and the Company Secretary's name if you know it.

Question 1.3

Enter the date the person or company took on the property, even if you did not start trading or paying rent from that date.

Question 1.4

The area occupied may be a hole in the wall of another property, within another property or an external self contained area. Where located within another property please state what the property is e.g. Petrol filling station, shopping centre, post office.

Question 1.6

For the purposes of this form, you own the property if you

- own it freehold and you do not pay rent, or
- have a leasehold or written agreement that lasts for more than 60 years at a low rent.

Question 1.7

Tick 'Yes' if you expect to pay rent in the future - for example, you are currently in a rent free period.

PART 2 - Notes

Question 2.1

Please give the landlord's details, even if you pay your rent to an agent.

If you do not know the landlord's details, please give the agent's details (indicating that they relate to the agent).

Please also provide these details if you expect to pay rent in the future, for example if you currently have a rent free period.

PART 2 - Continued

2.2 Other than contractually, are you connected to the landlord in any way?

No Yes

If "Yes" please detail connection

PART 3 - Details of the Lease/Licence/Agreement

PART 3 - Notes

3.1 State the current basic rent/licence fee being paid per annum (excluding VAT)

£

When did payment of the current rent/licence fee commence?

MM

YY

3.2 From what date did the lease/licence first commence?

Day

Month

Year

How long was it granted for?

Years

Months

3.3 Does the rent/licence fee vary according to the transaction numbers?
(eg amount per transaction)

No Yes

If "Yes" please provide further details

3.4 Are there any reviews of rent provided for?

No Yes

If "Yes" state the review periods and the next review date

Review period	Review date

Are reviews restricted to an upward only movement? No Yes

Are reviews to be based upon an open market rental value? No Yes

If "No" state basis

Question 3.1

The amount to be entered is the base rent/licence fee agreed

Question 3.2

This date may be earlier than the current rent date due to reviews of the rent which have taken place over the lease/licence period.

Question 3.3

Details should be provided of how the amount is determined, for example: a set charge or variable depending on the number of transactions evidenced. This may be determined by a different price per transaction being applied dependant on the number of transactions evidenced.

PART 3 - Continued

3.5 Has this lease been assigned from a previous tenant? No Yes

If "Yes", give details including date of assignment and name of previous tenant

Was any capital payment made in respect of this assignment? No Yes

If "Yes", give details

PART 4 - Details of responsibility for ATM

4.1 In terms of the lease/licence/agreement, who is responsible for:

	Responsible party (Delete as appropriate)
a) Filling and emptying cash?	Landlord/Tenant/Sub-tenant
b) Security of the delivery of cash?	Landlord/Tenant/Sub-tenant
c) Maintenance and repair of ATM?	Landlord/Tenant/Sub-tenant
d) Reinstatement of site on removal of ATM?	Landlord/Tenant/Sub-tenant
e) Business rates?	Landlord/Tenant/Sub-tenant
f) Insurance?	Landlord/Tenant/Sub-tenant

4.2 State any element for services provided by the landlord **included** in the current basic rent stated at Part 3.1 (eg power telephone links, alarm systems) and indicate the amounts paid for each during the last accounting year

Type of service	Amount (ex VAT) £

4.3 Who controls access to the site of the ATM?

If the landlord, please give details of access arrangements

PART 4 - Notes

Question 4.1

Where the property is let/licenced the tenant will normally be the machine operator and the landlord the 'host' property.

Question 4.2

Only services necessary to the site of the ATM should be provided.

Question 4.3

For example the site may be within a shopping centre or another property which means the site operator does not have control of access.

PART 5 - Cash transaction numbers

5.1 Please provide details of the number of cash transactions which occurred for the years noted below

Year ending	2019	2020	2021
Total number of transactions			

If the total number of transactions for the current year is unknown at present, please provide details of the anticipated number of transactions. Please indicate clearly with (A) if the transaction numbers have been anticipated.

5.2 For sites created after 2008 please enter year site became operational and transaction numbers in that year

Year	Transactions

5.3 Please state any duration in weeks of any period when the machine was not in use

5.4 Has the site of the machine changed during the past 12 months?

No Yes If "Yes" please give details of the change

Question 5.3

Please state the year to which the information relates and the reason for closure.

PART 6 - Details of user charges

6.1 Are any users of this ATM charged for making a withdrawal? No Yes

If "Yes" how much? (Please give full details, including information on variable charges in relation to amount being withdrawn where applicable)

6.2 Is the charge made to all users? If "No" please specify No Yes

6.3 If applicable state:

a) Start date of charge

Day	Month	Year
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b) End date of charge

Day	Month	Year
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PART 7 - Copy of Lease/Licence/Agreement

7.1 If there is a written document available, please forward a copy with this return

Do you require this to be returned? No Yes

PART 8 - Declaration

COMPLETE IN ALL CASES

PART 8 - Notes

To the best of my knowledge and belief the information I have given in this form and any attachments is correct and complete.

If you are signing on behalf of a business, please give your position. For example, partner or director.

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 9 - Contact Details

PART 9 - Notes

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.

If you wish us to contact someone else, for example, your head office or your estate or property department or a retained agent, please provide their full details.

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

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