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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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](mailto: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](mailto: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.

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Valuation Officer

**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

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

If "Yes", 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

**PART B - Please provide details of total gross commissions and stock numbers for the last 3 financial years, ending on the date to which your accounts are usually made up. If the accounts do not relate to your total trading period within a calendar year, state the number of relevant weeks**

	:	:	No. of weeks	:	:	No. of weeks	:	:	No. of weeks
<b>5</b> Accounting year ending (day:month:year)									
<b>LIVESTOCK</b>	Stock Numbers	Commission Total		Stock Numbers	Commission Total		Stock Numbers	Commission Total	
<b>Cattle</b>		£			£			£	
Prime/Fatstock	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Store	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dairy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Calves	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cull/OTMS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pedigree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Sheep</b>		£			£			£	
Prime/Fatstock	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Store	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cull/Slaughter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pedigree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other</b>		£			£			£	
Pigs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Horses, Ponies etc	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fur & feather	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Livestock Commission excluding VAT</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>NON LIVESTOCK</b>		£			£			£	
Furniture/Antiques	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Motor Vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agricultural Machinery	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Horticultural	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (please provide details in further information box)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OTHER INCOME</b>	Concession	Receipts		Concession	Receipts		Concession	Receipts	
Car Boot Sales/Market Stalls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Catering/Bar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Car Parking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advertising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lorry Wash	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART C - Please answer question, and if "Yes" give details**

6 Is any rent received from letting other parts of the property (excluding items dealt with in Q5 above)? No  Yes

If "Yes", state number of lettings  Please provide details (if more than two lettings, continue on the bottom of page 5 and page 6 or on a separate sheet that must be signed and dated)

**Letting 1**

Description  
Use:  
Name of operator/tenant:  
Correspondence address:  
  
**Post code**

**Letting 2**

Description  
Use:  
Name of operator/tenant:  
Correspondence address:  
  
**Post code**

Current annual rent or payment (excluding VAT) £

Current annual rent or payment (excluding VAT) £

Date when rent/payment fixed 

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

Date when rent/payment fixed 

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

Does the rent include amounts for  
Business Rates? No  Yes   
Property Insurance? No  Yes

Does the rent include amounts for  
Business Rates? No  Yes   
Property Insurance? No  Yes

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 5 and return this Notice to me.

**PART D - please give the following details**

7 What is the current annual rent? £

11 Is the rent increased annually in accordance with changes in the RPI? No  Yes

8 Does the rent shown at Q7 include an amount for:  
a) VAT? No  Yes   
b) Non-domestic rates? No  Yes   
c) Water charges? No  Yes

12 Does the rent payable vary according to the gross or net turnover of the business? No  Yes   
If "Yes", give details

9 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
-----	-------	------

13 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

10 Is the rent shown at Q7 based upon open market value? No  Yes

If the answer is "Yes" to any of the above, give details

- 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 to the RPI or another index
  - other (eg combination of the above)

14 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?

Give details

b) When was the rent actually agreed or set? 

Day	Month	Year
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**PART D - Continued**

- 15** Was the current rent fixed by
- Agreement?                       Independent expert?  
 Arbitration?                       A Court?

- 16** 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) building insurance                 Landlord     Tenant

If responsibilities for any are shared, please give details below:

- 17** a) Does the rent shown at Q7 include an amount for any services provided by the landlord? (eg effluent disposal, cleaning, lighting, heating)
- 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? (eg effluent disposal, cleaning, lighting, heating)
- No       Yes

If "Yes", what annual amount is paid separately for services provided by the landlord? (excluding VAT)

£

c) Describe services provided

- 18** Does the rent shown at Q7 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)

£

- 19** 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

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

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

b) When is the next rent review (excluding indexation) due?

Day	Month	Year

- 22** Can the rent be reduced on review under the terms of the lease/agreement?
- No       Yes

- 23** Were any tenants' additions or improvements disregarded at the time the rent stated at Q7 was agreed or determined? (eg fitting out 'mart', bar extension, 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

- 24** Did you pay a capital sum or premium for your lease or agreement (either to landlord or previous lessee)
- No       Yes

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

a) amount of payment    £

b) date of payment

Day	Month	Year

- 25** 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", please give details below

**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 F - 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](mailto: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

## 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"><b>Please complete the declaration on Page 5 before you return this notice to me</b></p>

## 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**

## Further information or remarks (if any)

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