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The VOA is an executive agency of HM Revenue & Customs

Please complete the following questionnaire for each self-catering property you own or occupy

This form can be filled in digitally and emailed to [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk)

Alternatively if you have printed the form you can scan it in and send it to the email above or post it to Valuation Office Agency, Durham Customer Service Centre, Wycliffe House, Green Lane, Durham, DH1 3UW

New criteria were introduced on 1 April 2023 which changed the minimum number of nights a property must be let for to be liable for business rates. For us to consider your application, your property must have been both available to let commercially (with the intention of making a profit) for 252 nights and actually let commercially for 182 nights within the previous 12 months.

PART A - your details

1 a) Self-catering property address

\_\_\_\_\_

3 Correspondence address

\_\_\_\_\_

b) What is the property known as? (e.g. Rose Cottage)

\_\_\_\_\_

4 Telephone number

\_\_\_\_\_

2 Full name

\_\_\_\_\_

5 Email address

\_\_\_\_\_

PART B - letting and availability details

6 a) Has the property previously been assessed for business rates?

Yes  No

c) On what date had the property been actually let for 182 nights (on a commercial basis for stays of 28 nights or less)?

Day	Month	Year

b) On what date had the property been available to let for 252 nights (on a commercial basis of 28 nights or less)?

Day	Month	Year

d) Do you intend to make the property available to let for at least 252 nights in the next 12-months (on a commercial basis and for stays of 28 nights or less)?

Yes  No

## PART B - letting and availability details continued

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- 7 a) Please give details of how you advertise your property - including the website address or link e.g. Airbnb link and property listing number, or specific Facebook page link

- b) What is the weekly charge (including dynamic pricing if applicable)?

Highest weekly charge

£

Lowest weekly charge

£

- 9 Please provide address details of other nearby self-catering properties you own/occupy. These should be situated at the same location or in very close proximity to all of the other buildings or self-contained parts of a building included in the calculation. You will also need to complete additional questionnaires for these properties.

- 8 Is the property available for self-catering letting all year?

Yes  No

If you have ticked no to Q8, please provide details of any letting restrictions your property is subject to, including relevant dates.

## PART F - declaration

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

Signature  
(this can be typed)

Name in  
CAPITALS

Date form  
completed

Day	Month	Year

I am the    Owner     Occupier     Lessee     Owner's agent     Lessee's agent

