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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 set out 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 140 nights and actually let commercially for 70 nights within the previous 12 months.

PART A - your details

1 a) Self-catering property address

[Text input box]

3 Correspondence address

[Text input box]

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

[Text input box]

4 Telephone number

[Text input box]

2 Full name

[Text input box]

5 Email address

[Text input box]

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 70 nights (on a commercial basis and for stays of 28 nights or less)?

Day	Month	Year

b) On what date had the property been available to let for 140 nights (on a commercial basis and for stays of 28 nights or less)?

Day	Month	Year

d) Do you intend to make the property available to let for at least 140 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

£

- 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 C - 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

**If you have ticked lessee's agent or owner's agent you will need to provide signed proof that you are authorised to act on someone's behalf. The relevant form can be found by visiting [gov.uk](http://gov.uk) and searching "Council Tax authority to act form".**

**Alternatively you can request a copy from us via emailing us at [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk) using subject "request for authority to act form".**

### 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 preceding questions or if any question(s) require further explanation or clarification

Question No.	Details
	<p data-bbox="411 2069 1230 2096"><b>Please complete the declaration on Page 2 before you return this notice</b></p>