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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



## PART B - continued

### 7 a) Gross receipts - (excluding VAT)

#### Renewable Generators

Electricity Sales	£	£	£
Feed in Tariff	£	£	£
ROC Buyout	£	£	£
ROC Recycle	£	£	£
Contract for Difference	£	£	£
Renewable Heat Incentive (bio-methane tariff)	£	£	£
Renewable Heat Incentive (biomass/biogas tariff)	£	£	£
Capacity Market	£	£	£
Balancing Services	£	£	£
Embedded Benefits	£	£	£
By-product sales (e.g compost, ash)	£	£	£
Hot water / heat/steam sales	£	£	£
Gate income from waste	£	£	£
Other income (Please specify)	£	£	£
	£	£	£
<b>Total Gross Receipts</b>	£	£	£

## PART B - continued

### 7 b) Cost of Sales

Fuel or Feedstock	£	£	£
Imported power	£	£	£
TNuoS	£	£	£
BSuoS	£	£	£
Other costs (Please specify)	£	£	£
<b>Total Gross Receipts</b>	£	£	£

### 7 c) Total Gross Profits (ie. 7(a) minus 7(b))

£	£	£
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### 7 d) Operating Expenses

i) Wages & Salaries (excluding NI and pension contributions):	£	£	£
ii) National Insurance:	£	£	£
iii) Pension contributions:	£	£	£
iv) Director's remuneration:	£	£	£
v) Energy and utilities (ie heating, lighting, power, water):	£	£	£
vi) Building maintenance and repairs:	£	£	£
vii) Repairs and renewals of fixtures, fittings, equipment and plant:	£	£	£
viii) Rent:	£	£	£
ix) Advertising, marketing and promotions:	£	£	£
x) Administration and sundries:	£	£	£
xi) Business rates:	£	£	£
xii) Building insurance:	£	£	£

**Accounting year ending**  
(day:month:year)

Day	Month	Year
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Day	Month	Year
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Day	Month	Year
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## PART B - continued

### 7 d) Operating Expenses - continued

xiii) Other insurance:	£	£	£
xiv) Legal and professional fees:	£	£	£
xv) Interest paid:	£	£	£
xvi) Other expenses: <i>(specify – continue on a separate sheet if necessary which must be signed and dated):</i>			
.....	£	£	£
.....	£	£	£
.....	£	£	£
<b>Total Operating Expenses</b>	£	£	£
<b>7 e) Net Profit (Loss)</b> (ie 7(c) minus 7(d))	£	£	£
<b>7 f) Depreciation</b>			
i) Plant and machinery	£	£	£
ii) Fixtures, fittings and equipment	£	£	£
iii) Vehicles	£	£	£
iv) Other (specify)	£	£	£
.....	£	£	£
.....	£	£	£
.....	£	£	£
<b>Total Depreciation</b>	£	£	£
<b>7 g) Contribution towards Head Office Expenses (if applicable)</b>	£	£	£

Remarks (if any). Continue on a separate sheet if necessary

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

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**8** Do you pay a site rent?

No  Yes

If "Yes", please provide details of the lease length, commencement date, review pattern and current rent in the box below.

**9** Has the site been constructed in the last three years?

No  Yes

If "Yes", please provide the total capital costs in the box below, broken down if possible.

**PART D - Declaration**

**COMPLETE IN ALL CASES**

**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 E - Contact Details**

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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
	<p data-bbox="327 2085 1220 2114"><b>Please complete the declaration on Page 6 before you return this notice to me</b></p> <p data-bbox="730 2136 863 2166">Page 7 of 8</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
	<p data-bbox="327 2063 1220 2092"><b>Please complete the declaration on Page 6 before you return this notice to me</b></p>