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The VOA is an executive agency of  
HM Revenue & Customs

Fill in this form to apply for business rates for your self-catering property.  
If you want to apply for multiple properties, you must fill in a separate form  
for each one. This form is also available [in Welsh \(Cymraeg\) on GOV.UK.](#)

Attach the completed form to an email. Send it  
to [selfcatering@voa.gov.uk](mailto:selfcatering@voa.gov.uk) using the subject  
heading 'Self-catering application - Wales'.

If you prefer, you can send the completed form by  
post to:

Valuation Office Agency  
Wycliffe House  
Green Lane  
Durham  
DH1 3UW

From 1 April 2023, all the following must be true  
for your property to be eligible for business rates:

- it was available to let commercially (with the  
intention of making a profit) for 252 nights  
within the previous 12 months
- it was actually let commercially for 182  
nights within the previous 12 months
- it will be available to let commercially for at  
least 252 nights in the next 12 months

This can only include short-term lets (28 nights or  
less).

## PART A - your details

Please complete this form in black ink

- 1 a) Self-catering property address (as it appears on your  
Council Tax bill).

- b) Enter any other names the property is advertised as  
(for example, Rose Cottage).

- c) What Council Tax band is the property currently in?

- 2 Owners' full names.

- 3 Owner's home address.

- 4 Owner's telephone number.

- 5 Owner's email address.

**PART B - property history****Please complete this form in black ink**

- 6**
- a) Has the property been in business rates previously?

Yes ☐ No ☐

If the date you entered in question 6b is before 1 April 2022, we may contact you for more information.

- b) What date did the property become commercially available for self-catering lets?

Day	Month	Year
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**PART C - letting and availability details****Please complete this form in black ink**

We use the information in this section to check if your property is eligible for business rates.

- 7**
- a) From 1 April 2022, what date had the property been available to let for 252 nights within a 12-month period? This date must be at least 252 nights after the date entered in question 6b.

Day	Month	Year
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- b) From 1 April 2022, what date had the property been actually let for 182 nights, within a 12 month period? This date must be at least 182 nights after the date entered in question 6b.

Day	Month	Year
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- c) Enter the number of nights available and number of nights let for the following years:

	Nights it was available	Nights property was actually let
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1 April 22 - 31 March 23

1 April 23 - 31 March 24

1 April 24 - 31 March 25

- d) Will the property be available for commercial lets for 252 nights or more in the next 12 months?

Yes ☐ No ☐**PART D - property details****Please complete this form in black ink**

If your property is eligible for business rates, we will use the information in this section to calculate a rateable value for your property.

- 8**
- a) Enter the details of all the ways you advertise your property.

- b) Enter the full web addresses for all places your property is advertised online. These should be the full links that can be used to view your online property listings.

- c) Enter the highest and lowest weekly charges for the property, excluding VAT.

Highest weekly charge

Lowest weekly charge

- d) How many bed spaces are there in the property? Do not include temporary bed spaces such as sofa beds or pullout beds. Each single bed and standard bunk bed counts as 1 bed space. Bunk beds that are double on the base count as 2. Beds that are double or larger count as 2.

- 9** Enter the full addresses of any other properties you let for self-catering purposes that are at the same location or very nearby. You will need to complete additional copies of this form for each property you want to move to business rates.

## PART E - 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  
(this can be typed)

Name in  
CAPITALS

Date form  
completed

Day	Month	Year
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I am the    Occupier ☐    Owner ☐    Occupier's Agent ☐    Owner's Agent ☐

Daytime  
telephone no.

Email address

Preferred  
postal address

We will only use these details to update you about your enquiry or request additional information.

If you are not the owner or occupier, you need to include signed proof that you are authorised to act on the owner or occupier's behalf. You can use the [Council Tax appeals: authority to act form on GOV.UK](#) to request authorisation. You can also request a copy of this form by emailing [selfcatering@voa.gov.uk](mailto:selfcatering@voa.gov.uk), using the subject 'request for authority to act form'.

**Please return to: Valuation Office Agency, Wycliffe House, Green Lane, Durham, DH1 3UW**

*The VOA 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)

Use this page to provide clarification or extra information for any of the previous questions.

Question No.	Details
	<p data-bbox="427 2033 1321 2060"><b>Please complete the declaration on Page 3 before you return this notice to me</b></p>