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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.

-----  
Valuation Officer

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

Please complete this form in black ink

1 Name of current occupier

2 a) is the address shown of the front of this notice correct?  
 No  Yes

If "No", state the correct full postal address below

b) If there is a web site for the property give details

3 What is the present use of the property?

<input type="checkbox"/> Public House	<input type="checkbox"/> Wine Bar/Café Bar
<input type="checkbox"/> Other Bar	<input type="checkbox"/> Pub/Restaurant
<input type="checkbox"/> Licensed restaurant	<input type="checkbox"/> Hotel
<input type="checkbox"/> Disco/Nightclub	<input type="checkbox"/> Other (specify)

4 a) Do licensable activities regularly commence before 10:00 or continue after 23:30 on any day of the week?  
 No  Yes

If "Yes", give details

b) Give details of any conditions in the Premises Licence restricting the use of all/part of the property

c) If enforcement action has been taken, details of any suspensions, closure orders or temporary restrictions

5 Do you hold a tenancy, lease or agreement to occupy?  
 No  Yes

If "Yes", name and address of landlord

6 Are you tied for any goods? No  Yes   
 If "Yes" indicate  
 Full tie  Beer only  Partial (give details below)

**PART B - please give trading receipts for last 3 financial years, or since occupation commenced**

If the accounts do not relate to a whole year, or if you were not trading continuously, state the relevant number of weeks.

7 a) **Turnover (excluding VAT)** for year ending

	Day	Month	Year	No. of weeks	Day	Month	Year	No. of weeks	Day	Month	Year	No. of weeks
i) <b>Intoxicating liquor</b> inc soft drinks, crisps, nuts etc	£				£				£			
ii) <b>Food</b> excluding wines and liqueurs	£				£				£			
iii) <b>Accommodation</b> excluding meals	£				£				£			
- average occupancy rate (lodges/hotels only)					%				%			
iv) <b>Other receipts</b> inc admission charges etc but excluding AWP machine takings	£				£				£			

b) **AWP (gaming) machine** takings NET of prizes, hirer's charges/rental and licence fees

i) Are these shared between occupier and landlord/pubco? No  Yes

If "Yes" state - % paid to

		landlord/ pubco	border: 1px solid black;">	%	landlord/ pubco	border: 1px solid black;">	%	landlord/ pubco	border: 1px solid black;">	%
- % retained by		tenant/ occupier	border: 1px solid black;">	%	tenant/ occupier	border: 1px solid black;">	%	tenant/ occupier	border: 1px solid black;">	%

ii) Occupier's share of AWP takings

	£		£		£	
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**PART C - please answer questions (a) and (b), and if "Yes" to either give details**

8 a) Is any **catering operation** or **letting accommodation** run as a separate business for which turnover has not been declared in Q7 above (eg by way of concession or franchise agreement)?

No  Yes

b) Is any rent received from letting other parts of the property (including advertising rights, stations or hoardings)?

No  Yes

If "Yes" state number of lettings  and give details

Description	<input type="text"/>	Use	<input type="text"/>
Name of operator/tenant	<input type="text"/>		
Correspondence address	<input type="text"/>		

Current annual rent or payment (excluding VAT) £  Date when rent fixed 

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

Does the rent include amounts for

rates No  Yes  outside repairs No  Yes   
 property insurance No  Yes  inside repairs No  Yes

(If more than one letting, give similar information on a separate sheet which must be signed and dated.)

**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 - if you pay a rent, or have a lease, tenancy or agreement please answer Q9, and if applicable, Q10**

9 a) Did the tenancy, lease or agreement commence within the last 3 years? No  Yes

b) Has the rent been agreed, reviewed or altered within the last 3 years? No  Yes

c) Is the rent currently under review, or is a new lease/agreement being negotiated? No  Yes

If you have answered "Yes" to one or more of these questions, go to Part E. Questions 11-30 should be completed.

10 This question should only be completed if you have answered "No" to questions 9(a), (b) and (c) above.

a) Is the current rent payable due for review (other than by reference to turnover or RPI) within the next 12 months either under the terms of the existing lease or upon grant of a new lease? No  Yes

b) Date of next rent review/expiry of existing lease 

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

No further information is required from you at this stage. Please complete the declaration on page 5 and return this Notice to me.

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

11 What is the current **annual** rent? £

14 Is the rent shown at Q11 based upon open market value? No  Yes

12 Does the rent shown at Q11 include an amount for

a) VAT? No  Yes

b) Non-domestic rates? No  Yes

c) Water charges? No  Yes

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

stepped rent arrangement

other (eg combination of the above)

13 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
-----	-------	------

Describe

**PART E - continued**

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

**16** Does the rent payable vary according to  
 a) the gross net turnover? No  Yes   
 b) the quantity of beers, wines, spirits or minerals supplied to the property? No  Yes

If the answer is "Yes" to (a) or (b) give details, including any penalty clause or minimum beverage requirement

**17** Does the rent payable  
 a) include licensee'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   
 e) relate to a 'shell' unit (ie lessee had to fit out)? No  Yes

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

**18** a) Was the current rent (ignoring indexation increases) fixed  
 at the beginning of a new lease/agreement   
 as an interim rent under the Landlord & Tenants Acts   
 at a rent review   
 on renewal of a lease/tenancy   
 as part of a sale and leaseback transaction

b) When was the rent actually agreed or set?  

Day	Month	Year

**19** Was the current rent fixed by  
 Agreement  Independent expert  
 Arbitration  A Court

**20** 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 *public and business areas*  Landlord  Tenant  
 c) building insurance  Landlord  Tenant

If responsibilities for any are shared, give details

**21** Does the rent shown at Q11 include any trade services provided by the landlord?  
 (eg maintenance of trade fixtures and fittings, cellar services, marketing, staff training etc)  
 No  Yes

If "Yes", and where specifically itemised, what sum is included in the rent (exc VAT)?

£

Describe services provided

**22** Does the rent shown at Q11 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 (exc VAT)?

£

**23** a) When did the current lease or agreement begin? (whether or not it was granted to the present occupier)

Day	Month	Year

b) How long was it granted for?

Years	Months
-------	--------

**PART E - continued**

**24** Was a former lease or agreement surrendered early as a condition of the present one being granted?

No  Yes

**25** a) At what intervals is the rent reviewed under the terms of the lease/agreement?  
(other than indexation to variations in rates or services)

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

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

**26** Can the rent be reduced on review under the terms of the lease/agreement?

No  Yes

**27** Were any tenants' additions or improvements disregarded at the time the rent stated at Q11 was agreed or determined? (eg fitting out 'shell', restaurant extension, car parking)

No  Yes

If "Yes", describe

**28** Did you pay a capital sum or premium for your lease or agreement (either to landlord or previous lessee) ignoring tenants inventory?

No  Yes

**29** Did you receive any payment when the lease was granted (if the rent has not been reviewed in the lease), or following assignment of the lease or agreement?

No  Yes

**30** 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 surcharge payable in exchange for release for tie; break clause; contracting out of Landlord and Tenant Act rights etc)

No  Yes

If "Yes", describe

**PART F - 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 G - 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

**Please complete the declaration on Page 5 before you return this notice to me**

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