



**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 When did you first occupy the property?

4 What is the present use of the property?

- |   |  |
|---|--|
| <input type="checkbox"/> Hotel          | <input type="checkbox"/> Lodge/restaurant  |
| <input type="checkbox"/> Health farm    | <input type="checkbox"/> Conference centre |
| <input type="checkbox"/> Holiday centre | <input type="checkbox"/> Other (specify)   |

5 Has a Premises Licence been granted for the property?

No  Yes

If "Yes", give details including any conditions restricting the use of all/part of the property

6 a) Do you hold a tenancy, lease or agreement to occupy?

No  Yes

If "Yes", name and address of landlord

b) Other than contractually, are you connected to the landlord in any way?

No  Yes

If "Yes", state the relationship

**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.

<b>7 Turnover (excluding VAT) for year ending (day:month:year)</b>	: :	No. of weeks	: :	No. of weeks	: :	No. of weeks
i) <b>Accommodation/Rooms</b>	£		£		£	
- average occupancy rate (lodges/hotels only)		%		%		%
ii) <b>Food excluding wines and liqueurs</b>	£		£		£	
iii) <b>Intoxicating liquor</b>	£		£		£	
iv) <b>Other receipts including hire of function/conference rooms and telephones</b>	£		£		£	
v) <b>Total Sales Revenue</b>	£		£		£	

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

8 a) Are any payments received in lieu of trading receipts (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

(If more than two lettings, give similar information on page 6, or on a separate sheet which must be signed and dated.)

Description

Use

Name of operator/tenant

Correspondence address

Current annual rent or payment (excluding VAT) £

Date when fixed

Has rent/payment from this source been included in the receipts given at Q7? No  Yes

Does the rent include amounts for rates? No  Yes  outside repairs? No  Yes

property insurance? No  Yes  inside repairs? No  Yes

Description

Use

Name of operator/tenant

Correspondence address

Current annual rent or payment (excluding VAT) £

Date when fixed Day  Month  Year

Has rent/payment from this source been included in the receipts given at Q7? No  Yes

Does the rent include amounts for rates? No  Yes  outside repairs? No  Yes

property insurance? No  Yes  inside repairs? No  Yes

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? £

**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**

**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

**14** Is the rent shown at Q11 based upon open market value?

**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*)

Describe

**15** Is the rent increased annually in accordance with changes in the RPI?

**No**  **Yes**

**16** Does the rent payable vary according to the gross or net turnover of the business?

**No**  **Yes**

If the answer is "Yes", give details

**17** Does the rent payable

a) include proprietor's, manager'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
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**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 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

*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 style="text-align: center;"><b>Please complete the declaration on Page 5 before you return this notice to me</b></p>

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Question No.

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