



## PART A - Request for information in relation to the following property:

which may form part of a number of properties at a specific address - Please complete this form in black ink

- 1 Name of current occupier
- 2 Full postal address of the property incl. postcode
- 3 Describe the buildings for which you are providing cost information
- 4 What is the Gross Internal Area of the building(s) which you have just described?

Post code

The following documents are required to support the cost information provided under part B:

- 5 Plans  
(elevations and layout drawing)
- 6 Photographs  
(elevations and internal features)
- 7 Local authority area
- 8 Planning reference

## PART B - Your Building Contract (in relation to the building referred to in Part A) YOU MUST COMPLETE THIS SECTION.

- 9 Date of Tender:
- | Day | Month | Year |
|-----|-------|------|
|     |       |      |
|     |       |      |
- ("Subject to Fluctuations" means a tender where the contract sum is adjusted to allow for variations in the cost of labour, materials and tax matters during the period of construction)

- 10 Official Date of Commencement of Contract Works

Day	Month	Year

- 11 Date of practical completion of contract works (*insert last date of sectional completion if appropriate*)

Day	Month	Year

- 12 Procurement

Traditional                      Negotiation

Design and Build              Other

(if other please state)

- 13 Agreed Final Account

Predicated Final Account

In the unlikely event that you do not have the final account information available, please provide your costs as at Tender Stage (**this should be considered as a last resort**) and should include a reason for the Agreed or Predicted Final Account not being available.

Tender Breakdown

- 14 Final Account

£

Note: This should tie in with the figure stated in part B28.

It is essential that you confirm if all costs including breakdowns contained within Part B

Include OR      excludes VAT (please tick which applies). Note: costs contained within B 14 are the total of the costs contained within 27 and should match the figure recorded under B28.

**15 Summary breakdown (minimum information are those highlighted with bold text)**

This may include:

Facilitating works

a) Land Remediation - Heavily contaminated sites involving extensive remediation (toxic / hazardous / contaminated material)	£
b) Extensive substructure works over and above that which would normally be required to enable the site to be developed e.g.	
Retaining walls.....	£
Specialist piling.....	£
Unusually deep basements.....	£
Temporary diversion works.....	£
Temporary support to adjacent structure.....	£
Extraordinary site works.....	£
Major demolition works.....	£
Other: please specify below.....	£

**16 Substructure**

<b>Substructure sub-total</b> .....	£
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**17 Superstructure**

Frame.....	£
Upper floors.....	£
Roof.....	£
Stairs.....	£
External walls.....	£
External windows and doors.....	£
Internal walls and partitions.....	£
Internal doors.....	£
<b>Superstructure sub-total</b> .....	£

**18 Finishes**

Wall finishes.....	£
Floor finishes.....	£
Ceiling finishes.....	£
<b>Finishes sub-total</b> .....	£

**19 Fittings, Furnishings and Equipment Fittings**

**Fittings, Furnishings and Equipment Fittings sub-total**..... £

Please provide brief details of fittings, furnishing and equipment in space provided below:

**20 Services**

Sanitary installations..... £

Services equipment..... £

Disposal installations..... £

Water installations..... £

Heat source..... £

Space heating and air conditioning..... £

Ventilation systems..... £

Electrical installations..... £

Fuel installations: please specify type below..... £

Lift and conveyor installations..... £

Fire and lightning protection..... £

Communication and security installations..... £

Special installations..... £

Builder's work in connection with services..... £

**Services sub-total**..... £

**21 Prefabricated buildings & building units**

**Prefabricated buildings & building units sub-total**..... £

**22 External works**

Site preparations works..... £

Roads, paths, pavings and surfaces..... £

Site landscaping, planting and irrigation systems.... £

Fencing railings and walls..... £

External fixtures..... £

External services..... £

External drainage.....	£	<input type="text"/>
Minor building works and ancillary buildings.....	£	<input type="text"/>
<b>External works sub-total.....</b>	<b>£</b>	<input type="text"/>
<b>23</b> Preliminaries.....	<b>£</b>	<input type="text"/>
<b>24</b> Professional fees.....	<b>£</b>	<input type="text"/>
<b>25</b> Claims for disruption / delay.....	<b>£</b>	<input type="text"/>
<b>26</b> Less liquidated damages (if applicable).....	<b>£</b>	<input type="text"/>
<b>27</b> Contingencies.....	<b>£</b>	<input type="text"/>
<b>28 Final account.....</b>	<b>£</b>	<input type="text"/>

*Note: costs contained within B28 should match the total reported in B14.*

**29** Other Project Costs not included in Final Account (specify what below) continue on a separate sheet if required

<input type="text"/>	£	<input type="text"/>
	£	<input type="text"/>

**30 Final building cost.....** £

**PART C - 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

Post Code

**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

Position

I am the      Occupier      Owner      Lessee      Occupier's Agent      Owner's Agent      Lessee's Agent

Daytime telephone no.

Email 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)

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*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**