



# Request for information Non-Domestic Rating

The Valuation Office is an Executive Agency of HM Revenue & Customs

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[Large dashed box for address information]

If any part of either address is wrong, please correct it.

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 to the Act. You are required as the owner or occupier, to provide information regarding the property (see paragraph 5(2) of Schedule 9 to the Act. You may be prosecuted if you make false statements.

### Why your information is important

The Valuation Office Agency assesses the rateable value of all non-domestic property .

The basis of rateable value is the annual rent for a property as if it was available on the open market at a fixed valuation date.

The information you provide on this form is used to help ensure that the assessment of rateable values is correct.

Local authorities use rateable values to calculate rate bills.

### 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")].



Large format print copies of this form are available on request. Please phone, email or write using the contact details opposite.

### 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 property or properties shown in the address panel above or any property or properties that fall into the class of properties specified 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.

If when filling in this printed form you need more space for any question, you can continue on a separate sheet of paper. Please make sure that any extra sheets you use:

- clearly show the relevant question number(s)
- are signed and dated, and
- are securely attached to this form.

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 a) Name of current occupier

b) Is the current occupier a charity?  
 No  Yes

If "Yes", give details of any trading activities (e.g. sale of goods; provision of refreshments etc.) carried out by a separate trading enterprise/company, including name

2 a) Is the address shown on the front of this Notice correct?  
 No  Yes

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

Post code

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

www.

3 When did you first occupy the property?  

Day	Month	Year

4 What is the present use of the property?

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

If "Yes", name and address of landlord

Post code

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

A computer printout of these details may be attached, or alternatively, if it is more convenient, you may supply copies of accounts, management statements or profit and loss accounts.

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

6 Accounting year ending (day:month:year)  dd : mm : yy  No of weeks    dd : mm : yy  No of weeks    dd : mm : yy  No of weeks

a) Gross receipts (excluding VAT and any payments received for concessions, franchises, licences or lettings, see Q7&8) £  £  £

b) Total visitor numbers (including concessions and free entries)

c) Give details of any relevant factors, including circumstances influencing receipts or visitor numbers

7 Are any payments received in lieu of trading receipts (eg by way of concession or franchise agreement)?

No  Yes  If "Yes", state number of concessions  and give details (If more than 2 continue on page 6)

Concession 1 Description  Use  Name of Operator

Accounting year ending (day:month:year)  dd : mm : yy  No of weeks    dd : mm : yy  No of weeks    dd : mm : yy  No of weeks

Income received £  £  £

Concession 2 Description  Use  Name of Operator

Accounting year ending (day:month:year)  dd : mm : yy  No of weeks    dd : mm : yy  No of weeks    dd : mm : yy  No of weeks

Income received £  £  £

## Part C - please answer question and if "Yes" give details

- 8 Is any rent received from letting other parts of the property? (including advertising rights, stations or hoardings) *(If more than one letting, give similar information on a separate sheet which must be signed and dated.)*
- No  Yes
- If "Yes", state number of lettings:
- Description
- Use
- Name of tenant
- Correspondence address
- Post code
- 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

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 5 years? No  Yes
- b) Has the rent been agreed, reviewed or altered within the last 5 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 alteration 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
- other (eg combination of the above)
- 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 the gross or net turnover of the occupier's business?  
 No  Yes

If the answer is "Yes", give details

**17** Does the rent payable

a) include occupier'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 & Tenant 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** a) Does the rent shown at Q11 include any services provided by the landlord?  
 (eg lighting, heating, cleaning of shared parts)

No  Yes

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

£

b) Is a separate payment made in respect of any services provided by the landlord?

No  Yes

If "Yes", what annual amount is paid separately for services (exc VAT)?

£

c) 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 first granted to the present occupier)

Day	Month	Year

b) How long was it granted for?

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

No  Yes

## Part E - continued

- 25 a) At what intervals is the rent reviewed under the terms of the lease/agreement?

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- b) When is the next rent review 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", give details of the works, date of completion and, if completed within the last 5 years, the cost of the works

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

No       Yes

If "Yes", if the rent has not been reviewed since, give details of

- a) amount of payment

£	
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- b) date of payment

Day	Month	Year

- 29 Did you receive any payment when the lease was granted (if the rent has not been reviewed under 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 & Tenant Act rights, etc)

No       Yes

If "Yes" describe

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## 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

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Name *in CAPITALS*

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Date

Day	Month	Year

Position

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I am the

Occupier       Owner       Lessee       Occupier's Agent       Owner's Agent       Lessee's Agent

Daytime telephone no.

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Email address

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## 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*

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Daytime telephone no.

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Email address

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Correspondence address

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Post code

**Thank you for completing this form. Please now return it in the enclosed envelope.**

*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.*

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="316 2063 1222 2096">Please complete the declaration on Page 5 before you return this Notice to me</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="347 2002 1246 2033">Please complete the declaration on page 5 before you return this Notice to me</p>

### Further Information or remarks (if any)

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Question No:	Details:
	<p data-bbox="347 2056 1248 2089">Please complete the declaration on page 5 before you return this Notice to me</p>