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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

b) If there is a website for the property give details

2 a) Is the address shown of the front of this Notice correct?

No  Yes

3 When did you first occupy the property?

Day	Month	Year

If "No", state the correct full postal address including postcode

**Post code**

4 What is the present use of the property? (Tick all boxes which apply)

<input type="checkbox"/> Fleet Caravan Park	<input type="checkbox"/> Residential Park
<input type="checkbox"/> Private Caravan Park	<input type="checkbox"/> Chalet Park
<input type="checkbox"/> Touring Site	<input type="checkbox"/> Holiday Centre
<input type="checkbox"/> Other (specify)	

**PART B - Static Caravans - please give the following details**

The questions in Part B relate to static caravans used for holiday/leisure purposes, either let out to holidaymakers or used by private owners for holidays/second homes. Details are not required in respect of residential caravans occupied as a sole or main residence.

5 Do you have any static holiday/leisure caravans located on your site? No  Yes

If "Yes", complete questions 6 to 11. If "No", go to Part C

6 a) Are you open all year? No  Yes  If "No", how many weeks is the site open?  weeks

b) What is the tourist board's star rating for this site?  stars

7 What were your gross receipts from hire fleet caravans (excluding VAT but before deduction of agents' letting commission) for the last 3 years ending on the date to which your accounts are usually made up? Where accounts do not relate to the whole of your season, state the number of relevant weeks

**Gross Receipts (excluding VAT) for year ending (day:month:year)**

: : <input style="width: 40px;" type="text"/>	: : <input style="width: 40px;" type="text"/>	: : <input style="width: 40px;" type="text"/>
<small>No. of weeks</small> <input style="width: 40px;" type="text"/>	<small>No. of weeks</small> <input style="width: 40px;" type="text"/>	<small>No. of weeks</small> <input style="width: 40px;" type="text"/>

a) **Single caravans owned by the operator and used for fleet hire**

Gross Receipts (inclusive of electricity charges and gas supplied if any)	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
Number of vans	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

b) **Twin unit caravans (composed of not more than 2 separately constructed sections and assembled on site) owned by the operator and used for fleet hire**

Gross Receipts (inclusive of electricity charges and gas supplied if any)	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
Number of vans	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

c) **Single caravans sub-let by the operator to holidaymakers on behalf of private owners as fleet hire**

Gross Receipts (inclusive of electricity charges and gas supplied if any)	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
Number of vans	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

d) **Twin unit caravans (composed of not more than 2 separately constructed sections and assembled on site) sub-let by the operator to holidaymakers on behalf of private owners as fleet hire**

Gross Receipts (inclusive of electricity charges and gas supplied if any)	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
Number of vans	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

## PART B - Continued

- 8 a) State the current number of static caravans in each of the following categories
- |  |                      |   |                      |
|--|----------------------|---|----------------------|
| i) Owned by the operator and used for fleet hire                                 | <input type="text"/> | iv) Sub-let by private owners to holiday makers other than family and friends | <input type="text"/> |
| ii) Privately owned and used only by owner and family                            | <input type="text"/> | v) Used for charitable purposes   | <input type="text"/> |
| iii) Sub-let by operator to holidaymakers on behalf private owners as fleet hire | <input type="text"/> | vi) Used for seasonal staff   | <input type="text"/> |
- b) How many static caravans are on the site at the date of completion of this Notice?

- 9 a) How many **single static caravans** are there in the following categories?
- | Age of caravans (years)                  | A) 0 - 5             | B) 6-10              | C) 11-15             | D) Over 15           |
|--|----------------------|----------------------|----------------------|----------------------|
| i) Fleet - Q 8 (a) (i)                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ii) Private - Q 8 (a) (ii), (iii) & (iv) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
- b) How many **static twin unit caravans** (composed of not more than 2 separately constructed sections and assembled on site) are there in the following categories?
- | Age of caravans (years)                  | A) 0 - 5             | B) 6-10              | C) 11-15             | D) Over 15           |
|--|----------------------|----------------------|----------------------|----------------------|
| i) Fleet - Q 8 (a) (i)                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ii) Private - Q 8 (a) (ii), (iii) & (iv) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 10 What services are provided to the static caravans in the following categories?

	Water, electricity and drainage (Number of caravans)	Electricity only (Number of caravans)
i) Fleet - Q 8 (a) (i)	<input type="text"/>	<input type="text"/>
ii) Private - Q 8 (a) (ii), (iii) & (iv)	<input type="text"/>	<input type="text"/>

- 11 a) What is the current annual static pitch fee charged, exclusive of VAT? £  state

- b) What services etc are included in this pitch fee, and what is the charge made?

i) Rates	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>	iv) Electricity	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
ii) Water/Drainage	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>	v) Other	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
iii) Gas	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>	(Specify)	<input type="text"/>		

## PART C - Other Holiday Accommodation - please give the following details

- 12 Are there any chalets, log cabins (brought onto site in more than 2 parts and assembled), bungalows, flats or similar holiday letting units located on your site?

No  Yes  If "Yes", complete questions 13 to 15 If "No", go to **Part D**

- 13 Are you open all year? No  Yes  If "No", how many weeks is the site open?  weeks

## PART C - Continued

- 14** What were your gross receipts from these units (*excluding VAT*) for the last 3 years ending on the date to which your accounts are usually made up? Where accounts do not relate to the whole of your season, state the number of relevant weeks

**Gross Receipts** (*excluding VAT*)  
for year ending (*day:month:year*)

:	:	No. of weeks	:	:	No. of weeks	:	:	No. of weeks
---	---	--------------	---	---	--------------	---	---	--------------

**a) Chalets, bungalows, flats or similar holiday letting units OWNED BY SITE OPERATOR**

Gross Receipts ( <i>inclusive of electricity charges and gas supplied if any</i> )	£		£		£	
Number of vans						
How many of these are log cabins brought onto site in more than 2 parts and assembled?						

**b) Chalets, bungalows, flats or similar holiday letting units SUB LET BY SITE OPERATOR to holidaymakers on behalf of private owners as fleet hire:**

Gross Receipts ( <i>inclusive of electricity charges and gas supplied if any</i> )	£		£		£	
Number of vans						
How many of these are log cabins brought onto site in more than 2 parts and assembled?						

- 15** a) How many chalets, log cabins (brought onto site in more than 2 parts and assembled), bungalows, flats or similar holiday letting units are on the site at the date of completion of this Notice? (Do not include dwellings occupied as a sole or main residence)

b) Give a breakdown of these units between the following categories

i) How many are owned by the site operator and available for letting?	<input type="text"/>	iii) How many are privately owned?	<input type="text"/>
ii) How many are owned by the site operator and occupied by seasonal staff?	<input type="text"/>		

## PART D - Touring and Tenting Pitches - please give the following details

- 16** Do you have any touring/tenting pitches on your site?

No  Yes

If "Yes", complete questions 17 to 20 If "No", go to **Part E**

- 17** Are you open all year? No  Yes

If "No", how many weeks is the site open?  weeks

- 18** What were your gross receipts from these pitches (excluding VAT and electricity costs) for the last 3 years ending on the date to which your accounts are usually made up? Where accounts do not relate to the whole of your season, state the number of relevant weeks.

**Gross Receipts** (*excluding VAT*)  
for year ending (*day:month:year*)

:	:	No. of weeks	:	:	No. of weeks	:	:	No. of weeks
---	---	--------------	---	---	--------------	---	---	--------------

**a) Pitches for caravans, motor homes or tenting units (including any 28 day rights)**

Gross Receipts	£		£		£	
Number of pitches						

**b) Pitches for Bell tents, Yurts, Tipis, shepherd Huts or other pre-erected or mobile structures**

Gross Receipts	£		£		£	
Number of pitches						

**c) Rally areas not included above**

Gross Receipts	£		£		£	
Area in hectares						

## PART D - Continued

- 19 a) How many touring and tenting pitches are on the site at the date of completion of this Notice?
- b) Give a breakdown of these pitches between the following categories
- i) How many are owned by the site operator and available for letting?  iii) How many are privately owned?
- ii) How many are owned by the site operator and occupied by seasonal staff?
- 20 Is the site a certificated location for use as a touring caravan site under Paragraph 5 Schedule 1 of the Caravan Sites and Control of Development Act 1960? No  Yes

## PART E - Additional Activities - please give the following details

- 21 Are there any additional income-generating activities on the site? No  Yes

If "Yes", complete question 22. If "No", go to Part F. (Details of receipts from static pitch fees and sales of static caravans are not required. Payments received for concessions, franchises, licences or lettings should be detailed at questions 23 and 24 below.)

- 22 What were the receipts and costs of purchase (excluding VAT) in respect of the following activities for the last 3 years ending on the date to which your accounts are usually made up? Where accounts do not relate to the whole of your season, state the number of relevant weeks.

**Gross Receipts / costs of purchases**  
(exc VAT) for year ending (day:month:year)

:	:	No. of weeks	:	:	No. of weeks	:	:	No. of weeks
---	---	--------------	---	---	--------------	---	---	--------------

### Shop(s)

- |                   |   |   |   |
|-------------------|---|---|---|
| i) Gross Receipts | £ | £ | £ |
| ii) Purchases     | £ | £ | £ |

### Catering

- |                     |   |   |   |
|---------------------|---|---|---|
| iii) Gross Receipts | £ | £ | £ |
| iv) Purchases       | £ | £ | £ |

### Bars & clubs

- |   |   |   |   |
|---|---|---|---|
| v) Gross receipts from bar sales                    | £ | £ | £ |
| vi) Cost of Bar Purchases                           | £ | £ | £ |
| vii) Gross receipts from club membership fees       | £ | £ | £ |
| viii) Gross receipts from separate entry charges    | £ | £ | £ |
| ix) Cost of entertainment, (ie hiring artistes etc) | £ | £ | £ |

### Amusements (gaming machines, juke boxes, pool tables etc)

- |   |   |   |   |
|---|---|---|---|
| x) Receipts (after deduction of prizes and licence fee) | £ | £ | £ |
|---|---|---|---|

### Miscellaneous

- |  |                      |                      |                      |
|--|----------------------|----------------------|----------------------|
| xi) Gross receipts from other leisure facilities for which a separate charge is made (eg golf, tennis, moorings, boat storage etc, but excluding fishing rights) | £                    | £                    | £                    |
| <b>Please give details</b>   |                      |                      |                      |
| <input type="text"/>   |                      |                      |                      |
| xii) Receipts from the winter storage of touring caravans  | £                    | £                    | £                    |
| Number of vans   | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**PART E - Continued**

xiii) Receipts from any other activities not covered above  
(eg repairs to off-site caravans)

£	£	£
---	---	---

**Please give details**

xiv) Receipts (in excess of cost) from sale of other services  
(eg laundry)

£	£	£
---	---	---

xv) Receipts (less cost of purchases) from sale of bottled gas

£	£	£
---	---	---

**PART F - Concessions and Franchises - please give information for the last 3 financial years**

**23** 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 franchises  and give details

**Concession/Franchise 1** Description  Use  Name of Operator

Accounting year ending  :  :  No. of weeks   :  :  No. of weeks   :  :  No. of weeks

Concession/Franchise fee £  £  £

**Concession/Franchise 1** Description  Use  Name of Operator

Accounting year ending  :  :  No. of weeks   :  :  No. of weeks   :  :  No. of weeks

Concession/Franchise fee £  £  £

(if more than two concessions or franchises, give similar information on a separate sheet which must be signed and dated)

**PART G - Lettings - please answer question, and if "Yes", give details**

**24** 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

Description

Name of tenant

Correspondence address   
Post code

Current annual rent or payment (excluding VAT) £  When was this 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)

## PART H - Please give the following details

25 a) Is the address shown of the front of this Notice correct?

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

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Questions 26 to 28 should only be answered if you hold a tenancy, lease or agreement to occupy.

26 What is the current annual rent?

£
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27 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
-----	-------	------

28 Does the rent payable

a) include other property? No  Yes

b) relate to only part of the property? No  Yes

c) relate only to land? (excluding buildings) No  Yes

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

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## PART I - 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

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

Daytime telephone no.

--

Email address

--

## PART J - 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
	<p data-bbox="327 2063 1220 2092"><b>Please complete the declaration on Page 7 before you return this notice to me</b></p>