



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

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

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 Print

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. Please make sure any extra sheets you use:

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

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 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 on a fixed 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 bill.

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 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

3 What is the present use of the property?

- | | |
|--|---|
| ☐ Public House | ☐ Wine Bar/Café Bar |
| ☐ Other Bar | ☐ Pub/Restaurant |
| ☐ Licensed Restaurant | ☐ Hotel |
| ☐ Disco/Nightclub | ☐ Other (<i>specify</i>) |

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, give details of any suspensions, closure orders or temporary restrictions

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

If "No", go to Part B

b) If "Yes", when does it expire, or if earlier, what is the date of your next review (excluding indexation)?

Day	Month	Year

6 a) What is the current **annual** rent?
 £

b) Does this sum include VAT?

No ☐ Yes ☐

c) When did this sum first become payable by you or a previous occupier under the terms of the lease or agreement?

Day	Month	Year

(disregard alterations solely due to changes in amount of the rates or services payable)

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 endingi) **Intoxicating liquor** inc soft drinks, crisps, nuts etc

dd:mm:yy	No of weeks	dd:mm:yy	No of weeks	dd:mm:yy	No of weeks
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£	£	£
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ii) **Food** excluding wines and liqueurs

£	£	£
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iii) **Accommodation** excluding meals

£	£	£
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- average occupancy rate (*lodges/hotels only*)

%	%	%
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iv) **Other receipts** inc tobacco sales, admission charges etc but excluding AWP machine takings

£	£	£
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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

– % retained by

landlord/pubco	%	landlord/pubco	%	landlord/pubco	%
tenant/occupier	%	tenant/occupier	%	tenant/occupier	%

ii) Occupier's share of AWP takings

£	£	£
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*(Information for complete financial years previously supplied on a Notice served by me is not required)

Part C - please answer questions 8 (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

If "Yes", describe type of operation/business

Name of operator/tenant

Correspondence address

Post code

What is the current annual rent or payment? (excluding VAT)?

£

When was this sum 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 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

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

Post Code

Please return to: Valuation Office Agency, Crown House, 60 Crown Street, Halifax, West Yorkshire HX1 1HY

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 3 before you return this Notice to me