



Request for information Non-Domestic Rating

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

For office use only

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

This notice requires you, by law, as the owner or occupier, to provide information regarding your property.

You may be prosecuted if you make false statements, and you will be liable to penalties if you do not complete and return this form within 56 days.

Why your information is important

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

The basis of rateable value is the annual rent for a property 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 assessment of rateable values is correct.

Local authorities use rateable values to calculate business 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.**

You can:



complete this form and return it in the enclosed envelope.



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

Need help?

If you have any questions about this form, you can make contact using the details below.

This form has been sent to you by the Valuation Officer:

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 and Finance Act, 1988 (concerning non-domestic rating), including compiling a new Rating List or maintaining an existing Rating List.

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 property 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.

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.

.....
Valuation Officer

Part A - Please give the following details

1 Name of the current occupier

2 (a) Is the address shown on the front of the form correct? No Yes

No Yes

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

Post code

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

www.

3 When did you first occupy the property?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

dd:mm:yy	No of weeks	dd:mm:yy	No of weeks	dd:mm:yy	No of weeks
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(a) Single caravans owned by the operator and used for fleet hire

Gross receipts (inclusive of electricity charges and gas supplied if any)	£	£	£
Number of vans	<input type="text"/>	<input type="text"/>	<input 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)	£	£	£
Number of vans	<input type="text"/>	<input type="text"/>	<input 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)	£	£	£
Number of vans	<input type="text"/>	<input type="text"/>	<input 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)	£	£	£
Number of vans	<input type="text"/>	<input type="text"/>	<input 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 of 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 ^{year}
- (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 (specify) | No <input type="checkbox"/> Yes <input type="checkbox"/> | £ <input type="text"/> |
| (iii) Gas | No <input type="checkbox"/> Yes <input type="checkbox"/> | £ <input type="text"/> | | | <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

dd:mm:yy	No of weeks	dd:mm:yy	No of weeks	dd:mm:yy	No of weeks
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- (a) **Chalets, bungalows, flats or similar holiday letting units OWNED BY SITE OPERATOR**

Gross receipts (*inclusive of electricity charges and gas supplied if any*)

£	£	£
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Number of units

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How many of these are log cabins brought onto site in more than 2 parts and assembled?

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

Gross receipts (*inclusive of electricity charges and gas supplied if any*)

£	£	£
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Number of units

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How many of these are log cabins brought onto site in more than 2 parts and assembled?

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- 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?

(iii) How many are privately owned?

(ii) How many are owned by the site operator and occupied by seasonal staff?

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

dd:mm:yy	No of weeks	dd:mm:yy	No of weeks	dd:mm:yy	No of weeks
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- (i) **Pitches for caravans, motor homes or tenting units (including any 28 day rights)**

Gross receipts

£	£	£
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Number of pitches

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- (ii) **Rally areas not included above**

Gross receipts

£	£	£
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Area in hectares

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

(iii) How many pitches have electric hook-up points?

- 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.

Receipts / costs of purchases
(exc VAT) for year ending

dd:mm:yy	No of weeks	dd:mm:yy	No of weeks	dd:mm:yy	No of weeks
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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) £ £ £
Please give details

(xii) Receipts from the winter storage of touring caravans £ £ £

Number of vans

(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 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

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

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.

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 above before you return this Notice to me.