



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

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

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 - 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 | 3 Describe the buildings for which you are providing cost information |
| 2 Full postal address of the property incl. postcode | 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)

- 12 Procurement

Traditional Negotiation

Design and Build Other

(if other please state)

- 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

- 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

Substructure sub-total	£
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17 Superstructure

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

18 Finishes

Wall finishes.....	£
Floor finishes.....	£
Ceiling finishes.....	£
Finishes sub-total	£

19 Fittings, Furnishings and Equipment FittingsFittings, 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 unitsPrefabricated 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.....	£
Minor building works and ancillary buildings.....	£
External works sub-total.....	£
23 Preliminaries.....	£
24 Professional fees.....	£
25 Claims for disruption / delay.....	£
26 Less liquidated damages (if applicable).....	£
27 Contingencies.....	£
28 Final account.....	£

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

	£
	£
	£
	£
	£

30 Final building cost.....

	£
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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

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 5 before you return this notice to me