



**Valuation Office
Agency**

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

Viamed Ltd
15 Station Road
Cross Hills
Keighley
West Yorkshire
BD20 7DT

Telephone: 03000 501262
9am to 4:30pm weekdays - local rates
apply

Email: formhelp@voa.gov.uk

Please quote reference: 15915608 / 583

Date: 21 August 2024

Request for rent, lease or ownership details

GHYLL HOUSE 17, STATION ROAD, CROSS HILLS, KEIGHLEY, WEST YORKSHIRE, BD20 7DT

You are required to provide the rent, lease or ownership details for this property. This information is used to set rateable values for non-domestic properties in England and Wales. Rateable values are used to calculate business rates.

What you need to do

You must provide your rent, lease or ownership information online by Tuesday 15 October 2024. It should take about 30 minutes. If you do not provide the information by this date, you may be charged a penalty of at least £100.

Go to: www.gov.uk/send-rent-lease-details

Enter:

- Reference number: 15915608 / 583
- Postcode: BD20 7DT

If this postcode is incorrect, you will be able to update this in the service.

You will need your lease or agreement to provide:

- the amount of rent you pay, when it was fixed and details about any rent reviews or rent free periods
- details of any sub-lettings
- any changes you've made to the property, including costs
- details of your landlord or tenant
- the date the property became occupied

If you no longer own or occupy the property

If you no longer have a connection to the property, or the property is empty, you still need to sign in to the service to let us know. We will close the request and confirm our records are updated.

Thank you for taking the time to provide this important information.

Valuation Officer

VO 6003a

Declaration

This request for information is the 'notice' mentioned in paragraph 5(1A) of Schedule 9 to the Local Government Finance Act 1988 ('the Act') (www.legislation.gov.uk/ukpga/1988/41/schedule/9) and it is being sent to you in accordance with the Act.

As the owner or occupier, you must provide the information about the relevant property (see paragraph 5(2) of Schedule 9 to the Act).

Important Schedule 9 requirements:

- If you receive a paragraph 5 notice and you fail to comply with paragraph 5(2) within 56 days starting from the date the notice was served, you will be required by law to **pay a penalty of £100**. (See paragraph 5A(1)).
- You will be liable to pay additional penalties for continued non-compliance with the notice. (See paragraph 5A(3)).
- You may be prosecuted if you make false statements. (See paragraph 5(4)).

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

How we use your information

You can read our personal information charter at www.gov.uk/government/organisations/valuation-office-agency/about/personal-information-charter