



Valuation Office
Agency

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

Europe Copper Ltd
483 Green Lanes
London
England
N13 4BS

Lucy Formela-Osborne MRICS
Valuation Officer

Valuation Office Agency (VOA)
Wycliffe House
Green Lane
Durham
DH1 3UW

Our reference: 16074824 / 286

Find out more about business rates online
at voa.gov.uk

Date: 4 November 2024

Dear Customer

Request for rent, lease, or ownership information for:

Unit 3, Ladford Trading Park, Seighford, Stafford, ST18 9QE

I am writing to request rent, lease, or ownership details for the above property.

As a Valuation Officer for the Valuation Office Agency, I have a statutory power to collect this information. The information you provide will be used to set up-to-date rateable values for non-domestic properties in England and Wales.

You are legally required to provide these details within 56 days from the date of this letter and you may be charged an initial **penalty of £100** if you fail to do so. Further details about this are included in the declaration at the end of this letter.

What you need to do

You must provide details of your rent, lease, or ownership information online by **29 December 2024**, and it should take about 30 minutes to fill in, depending on your circumstances.

Go to GOV.UK and search 'send rent and lease details' or visit
www.gov.uk/send-rent-lease-details

You will be asked to enter:

- your reference number: 16074824 / 286
- your postcode: ST18 9QE (please do not use any other postcode - you can change this in the form if it is incorrect)

You will need your lease or agreement to provide:

- details of your lease or rental agreement if you have one, including the agreed rent, when it was fixed, any rent reviews, and any rent-free periods
- details of any sub-lettings
- details of your landlord or tenant

You will also need to tell us about any changes you've made to the property and provide details of the costs involved.

Make sure you click '**save and continue**' to submit your completed form. You will receive confirmation when your submission is sent.

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 can sign into the service to let us know. This should only take a few minutes and will help us to update our records.

If you need more information on business rates

You can find the business rates valuation of any property in England and Wales online. Go to GOV.UK and search 'find business rates' or visit www.gov.uk/find-business-rates

For general information about business rates, including business rates relief, estimating business rates, and contacting your council about your business rates bill, go to GOV.UK and search 'business rates' or visit www.gov.uk/introduction-to-business-rates

If you need any support

If you have any questions, or need support in completing the form, please call us on 03000 501262. Alternatively, you can email us on formhelp@voa.gov.uk and one of our customer service team will get back to you.

If you would like information in an alternative format such as large print, braille, or something else, let us know by contacting us on 03000 501501 (Text relay prefix 18001).

Yours faithfully

Valuation Office Agency
on behalf of the Valuation Officer

Declaration

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

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

- If 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).

The information requested will assist me as the Valuation Officer 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).

For details about how we use your information, go to GOV.UK and search 'Valuation Office Agency - Personal information charter'.