

**SECTION F Please add any further comments in the space below.**

In particular, please provide details of work carried out by you or your family and not included in Section E under "Wages and National Insurance"

**ASSESSOR**

**Graeme Strachan BLE, MRICS**

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**Non-Domestic (Business) Rating  
and Council Tax Banding**

**LANDS VALUATION (SCOTLAND) ACTS  
RETURN OF INFORMATION**

**SELF CATERING ACCOMMODATION**

Date of Issue

UARN :

DESCRIPTION :

SITUATION :

You are required to provide me with the information requested in this form. You can do so by completing and returning the form by post or by email attachment.

The information must be provided **WITHIN 14 DAYS** in accordance with the provisions of Section 7 of the 1854 Act (see overleaf). False statements or failure to return this information within 14 days of receipt **may result in prosecution**.

If any space below is insufficient for information please provide details separately.

If you have any difficulties completing this form, please contact my office at the telephone number shown above.

**Graeme Strachan, Assessor**

**SECTION A GENERAL INFORMATION (FOR YES/NO ANSWERS TICK THE APPROPRIATE BOX)**

1. Is the property or are any of the units available (or intended to be available) for letting on a commercial basis as Self Catering accommodation for short periods totalling 140 days or more in each financial year? YES  NO
2. Is the property or are any of the units used as someone's sole or main residence during part of the year? (e.g. for long-term lets in the winter months)? YES  NO   
If YES, give details
3. Who operates the Self Catering business?
4. Is the operator a member of a trade body, e.g. the Association of Scotland's Self-Caterers? YES  NO
5. What was your trading season for the year ending 31 March 2015?
6. What is the range of tariffs for holiday lets for the year ending 31<sup>st</sup> March 2015, including nightly rates, if applicable? (Please enclose a price list, if you have one)  
Is car parking included in the tariff? YES  NO   
If YES give details (garage, carport, spaces etc.)
7. What is your property's Tourist Grading and who set the Grading?
8. Where do you advertise?
9. Which agencies do you use for bookings?
10. Is your Self Catering property leased or sub-leased from a Landlord? YES  NO   
If YES, please state the annual rent (excluding VAT) and the date it was fixed £      Date: / /

**DECLARATION**

I hereby declare that the above is, to the best of my knowledge and belief, a true return of the particulars required in terms of section 7 of the Lands Valuation (Scotland) Act 1854 (as amended).

Signature: ..... Date: .....  
Full Name: ..... Designation: .....  
Address: ..... Telephone No: .....  
..... E-mail: .....

**Lands Valuation (Scotland) Act 1854, Section 7 (as amended)**

'It shall be lawful for any assessor acting under this Act to call upon any person, being a proprietor or reputed proprietor or tenant or occupier within his area for a return containing such particulars as may be reasonably required for the purpose of enabling him to value the lands and heritages of which such person is proprietor or reputed proprietor, or tenant or occupier; and if any such person shall, without reasonable excuse, fail to furnish such written statement to such assessor within fourteen days after he shall be called upon in writing so to do, he shall be liable on summary conviction to pay a penalty not exceeding level 3 on the standard scale (one thousand pounds); and if any such person shall present or cause to be presented to such assessor any false statement in such return he knowing the same to be false, he shall be liable on summary conviction to pay a penalty not exceeding level 3 on the standard scale (one thousand pounds).'

**Privacy Notice and the Data Protection Act 1998 (as amended)**

We work hard to keep personal information secure and will only use the data for the purposes of the Valuation Acts. Data may require to be released as part of judicial proceedings or as required by other legislative provisions. If you wish to find out more about how we process information please visit our website at [www.lothian-vjb.gov.uk/privacy.html](http://www.lothian-vjb.gov.uk/privacy.html) or email our Data Protection Officer at [governance@lothian-vjb.gov.uk](mailto:governance@lothian-vjb.gov.uk) or telephone 0131 344 2500.

