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SCHEDULE

Regulation 9

Form No. 11A: VAT refunds for DIY housebuilders - Claim form for new houses



VAT refunds for DIY housebuilders Claim form for new houses

Official use only

Claim reference number

To claim back the VAT you have paid on building materials used to construct your new house, answer the questions on this claim form. The information you give at part B will show us whether you are eligible to claim back the VAT. Refer to the notes that came with this claim form. If you are not sure how to answer a question, phone the Helpline on 0845 010 9000.

A Personal details

Answer all the questions in this part. If you leave any answer blank we may reject your claim

1 Your full name, including your title Mr, Mrs, Miss, etc. If a charity, name of charity for whom the building has been constructed

Text input field for name

2 If more than one claimant, title and full name of other claimant(s)

Text input field for other claimant(s)

3 Your daytime contact phone numbers

Text input field for phone numbers

4 Your address

Text input field for address

Postcode

Is this the building you are claiming for?

No Yes

5 Your National Insurance number

Text input field for National Insurance number

6 Certified date of completion for the building

If you do not have a completion certificate leave blank

Date input field DD MM YYYY

7 Date you occupied the building

Date input field DD MM YYYY

8 If you or anyone connected with this claim have an interest or association with a VAT registered business, enter the VAT registration number(s) below:

Text input fields for VAT registration numbers

B Are you eligible to claim?

Refer to the guidance notes

9 Is the property that you have built a new build?

By new build we mean a building that has been constructed from scratch which does not incorporate any part of an existing building

No Yes

10 Is your claim for the fit out and finish of a building shell?

No Yes

If you have answered No to questions 9 and 10 you will not be eligible to claim

11 Has the work been done on a completed dwelling purchased from a developer, builder or private vendor?

No Yes

If Yes, you are not eligible to claim

12 Has Planning Permission been granted for your new build?

To obtain a VAT refund you must provide evidence that the works are lawful and send to us a copy of the Planning Permission

No Yes

13 Do the terms of your Planning Permission (or similar permission) prevent the separate disposal, or separate use, of the new building from any other pre-existing building?

No Yes

14 Has a Building Regulation Completion Certificate been granted by the local authority or by an approved inspector registered with the local authority building control?

No Yes

If No, give details about what you will be providing instead

Text input field for details if no certificate

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Claimant: enter your full name here

15 Have you got your approved plans from your Local Authority?
No Yes

16 Are you intending to live in the property you are claiming for?
No Yes
If No, provide the address of the new build and explain why you have carried out the work

17 Are you claiming for any other building(s)?
No Yes
If Yes, give details about the other building(s) and explain why

Continue to complete the rest of this claim form only if you have answered questions 9 to 17, have checked the notes and are sure that you qualify for a VAT refund using this scheme.

C Details of the property that has been constructed

18 Type of building
For example, a house, bungalow, apartment/flat, etc.

Is the building detached, semi-detached, terraced?

Number of storeys

Number of reception rooms

Number of bedrooms

Number of bathrooms/en-suites

Number of kitchen/utility rooms

If there are other rooms not described above, tell us how many there are and describe their purpose below

19 How many garages do you have (or intend to have)?
Number of integral
Number of detached

20 Will you be occupying it/them with the property you are constructing?
No Yes
If No, explain what you will be doing with them

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F Sending in your claim
Summary, checklist and declaration

21 Summary
To check what is needed here, refer to the notes

Total amount of VAT claimed from part D
£ .

Total amount of VAT claimed from part E
£ .

Total amount of VAT to claim back from parts D + E
£ .

22 Bank account details
Give us details of the account into which you would prefer us to send your VAT refund

Full name(s) of account holder(s)

Sort code
 - -

Account number
Must be at least 8 digits. Lead with zeros if less

23 Checklist
Make sure you send all documents as requested to help us deal with your claim quickly. If you do not provide us with the correct documents we may reject your claim.
Have you enclosed the following documents?

Full Planning Permission No Yes

Or
Outline Planning Permission and Approval of Reserved Matters No Yes

Note: both documents are needed

And

Completion Certificate or other acceptable evidence No Yes

A full set of building plans No Yes

Original invoices filed in the same order as listed on the schedules No Yes

Claimant: enter your full name here

If any of the invoices have not been made out in your name, explain why in the box provided below

24 Do you give your authority for us to discuss your claim with your agent or accountant?
No Yes

If Yes, give details of your agent or accountant here

25 Declaration
If you give incomplete or inaccurate information in this claim, we may charge you a financial penalty or prosecute you.
I declare that:

- I am only reclaiming VAT which was correctly charged to me and which I paid on goods I bought or imported from a VAT registered supplier
- all the details and information on this form and any accompanying documents are correct
- I have read the attached guidance notes.

VAT registered persons
I confirm no other claim has been or will be made for these supplies and where the purchase of goods has been invoiced to my VAT registered business, I have not and will not claim this VAT through my VAT return.

Charity builders
The building being claimed for is to be used solely for the purpose of the charity named in question 1 of this claim form.

Signature(s)

Date DD MM YYYY

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Form No. 11B: VAT refunds for DIY housebuilders - Claim form for conversions



VAT refunds for DIY housebuilders Claim form for conversions

Official use only
Claim reference number

To claim back the VAT you have paid on building materials and services used for your conversion, answer the questions on this claim form. The information you give at part B will show us whether you are eligible to claim back the VAT. Refer to the notes that came with this claim form. If you are not sure how to answer a question, phone the Helpline on 0845 010 9000.

<p>A Personal details Answer all the questions in this part. If you leave any answer blank we may reject your claim</p> <p>1 Your full name, including your title <i>Mr, Mrs, Miss, etc.</i></p> <p><input type="text"/></p> <p>2 If more than one claimant, title and full name of other claimant(s)</p> <p><input type="text"/></p> <p>3 Your daytime contact phone numbers</p> <p><input type="text"/></p> <p>4 Your address</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Is this the building you are claiming for?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>5 Your National Insurance number</p> <p><input type="text"/></p> <p>6 Certified date of completion for the building <i>If you do not have a completion certificate leave blank</i></p> <p><input type="text"/> DD MM YYYY</p> <p>7 Date you occupied the building</p> <p><input type="text"/> DD MM YYYY</p> <p>8 If you or anyone connected with this claim have an interest or association with a VAT registered business, enter the VAT registration number(s) below:</p> <p><input type="text"/></p> <p><input type="text"/></p>	<p>B Are you eligible to claim? Refer to the guidance notes</p> <p>9 Have you converted a non-residential building? <i>By conversion we mean converting a non-residential building into a dwelling</i></p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>10 Have you carried out works to a building that has previously been lived in?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>11 Have you got evidence that the building has been empty for 10 years or more before works started?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If No, you are not eligible to claim</p> <p>12 Are you 'fitting out or finishing' a converted non-residential building?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>13 Has work been done on a completed dwelling purchased from a developer, builder or private vendor?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If Yes, you are not eligible to claim</p> <p>14 Has Planning Permission been granted for your conversion/renovation/alteration works? <i>To obtain a VAT refund you must provide evidence that the works are lawful and send to us a copy of the Planning Permission</i></p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If No, explain the reason why below</p> <p><input type="text"/></p>
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Claimant: enter your full name here

15 Do the terms of your Planning Permission (or similar permission) prevent the separate disposal, or separate use, of the converted property from any other pre-existing building?
No Yes

16 Has a Building Regulation Completion Certificate been granted by the local authority or an approved inspector registered with the local authority building control?
No Yes
If No, refer to notes and give details about what you will be providing instead

17 Have you got your approved plans from your Local Authority?
No Yes

18 Are you intending to live in the property you are claiming for?
No Yes
If No, provide the address of the conversion and explain why you have carried out the works

19 Are you claiming for any other building(s)?
No Yes
If Yes, give details about the other building(s) and explain why

C Details of the property that has been converted

20 What was the building before you started your works?
Type of building
For example, barn conversion, house, apartment/flat, etc.
Is the building detached, semi-detached, terraced?
Number of storeys
Number of reception rooms
Number of bedrooms
Number of bathrooms/en-suites
Number of kitchen/utility rooms
If there are other rooms not described above, tell us how many there are and describe their purpose below

21 How many garages do you have (or intend to have)?
Number of integral
Number of detached

22 Will you be occupying it/them with the property you are converting?
No Yes
If No, explain what you will be doing with them

Continue to complete the rest of this claim form only if you have answered questions 9 to 19, have checked the notes and are sure that you qualify for a VAT refund using this scheme.

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<p>G Sending in your claim Summary, checklist and declaration</p> <p>23 Summary To check what is needed here, refer to the notes</p> <p>Total amount of VAT claimed from part D £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p> <p>Total amount of VAT claimed from part E £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p> <p>Total amount of VAT claimed from part F £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p> <p>Total amount of VAT to claim back from parts D + E + F £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p> <p>24 Bank account details Give us details of the account into which you would prefer us to send your VAT refund Full name(s) of account holder(s) <input style="width: 100%;" type="text"/></p> <p>Sort code <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/></p> <p>Account number Must be at least 8 digits. Lead with zeros if less <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>25 Checklist Make sure you send all documents as requested to help us deal with your claim quickly. If you do not provide us with the correct documents we may reject your claim. Have you enclosed the following documents?</p> <p>Evidence that the building has been empty for 10 years or more before you started your works No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Full Planning Permission No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Or</p> <p>Outline Planning Permission and Approval of Reserved Matters No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Note: both documents are needed</p> <p>And</p> <p>Completion Certificate or other acceptable evidence No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>A full set of building plans No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Original invoices filed in the same order as listed on the schedules No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p style="text-align: center;">Claimant: enter your full name here</p> <p>If any of the invoices have not been made out in your name, explain why in the box below <input style="width: 100%; height: 80px;" type="text"/></p> <p>26 Do you give your authority for us to discuss your claim with your agent or accountant? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, give details of your agent or accountant here <input style="width: 100%; height: 40px;" type="text"/></p> <p>27 Declaration If you give incomplete or inaccurate information in this claim, we may charge you a financial penalty or prosecute you. I declare that:</p> <ul style="list-style-type: none"> • I am only reclaiming VAT which was correctly charged to me and which I paid on goods/services I bought or imported from a VAT registered supplier • all the details and information on this form and any accompanying documents are correct • I have read the attached guidance notes. <p>VAT registered persons I confirm no other claim has been or will be made for these supplies and where the purchase of goods has been invoiced to my VAT registered business, I have not and will not claim this VAT through my VAT return.</p> <p>Signature(s) <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Date DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
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