## SCHEDULE

Regulation 9

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

		Official use only Claim reference number
im		to construct your new house, answer the questions on this ether you are eligible to claim back the VAT. Refer to the notes er a question, phone the Helpline on <b>0845 010 9000</b> .
1	A Personal details Answer all the questions in this part. If you leave any answer blank we may reject your claim Your full name, including your title Mr, Mrs, Miss, etc. If a charity, name of charity for whom the building has been constructed	B Are you eligible to claim? Refer to the guidance notes     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
2	If more than one claimant, title and full name of other claimant(s)	10 Is your claim for the fit out and finish of a building shell? No Yes I If you have answered No to questions 9 and 10 you will not be eligible to claim
3	Your daytime contact phone numbers	Has the work been done on a completed dwelling     purchased from a developer, builder or private vendor?     No Yes
4	Your address Postcode Is this the building you are claiming for?	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
5	No Yes Your National Insurance number	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
6	Certified date of completion for the building If you do not have a completion certificate leave blank DD MM YYYY	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?
7	Date you occupied the building DD MM YYYY	No Yes If No, give details about what you will be providing instead
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:	

Have you got your approved plans from your Local Authority?     No Yes	C Details of the property that has been constructed
Are you intending to live in the property you are claiming for?     NoYes	For example, a house, bungalow, apartment/flat, etc.          Is the building detached, semi-detached, terraced?         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
17       Are you claiming for any other building(s)?         No       Yes         If Ves, give details about the other building(s) and explain why         If Ves, give details about the other building(s) and explain why	19       How many garages do you have (or intend to have)?         Number of integral

where the V Remember, ye The invoices s	/AT amounts are sl pu can only claim for b hould be in your name	to you for which you to nown separately on the uilding materials and you e. If they are not in your na nplete this part, refer to the	e invoice must send in the me, you must ex	original invoices.	
Reference/ voice number	Date of invoice	Description of invoice		Supplier's name	WAT paid

3

Reference/ voice number	Date of invoice	Description of invoice item	Supplier's name	VAT paid
			Balance brought forward	

Claimant:	enter	VOUL	full	name	here	

The invoices should be in your name. If they are not in your name, you must explain why. For further advice about how to complete this part, refer to the notes.						
Reference/ voice number	Date of invoice	Description of invoice item	Supplier's name	Total paid		

VAT431NB

Page 5

Reference/ voice number	Date of invoice	Description of invoice item	Supplier's name	Total paid
			Balance brought forward	

					Claimant: enter your full name here
	nding in your claim				If any of the invoices have not been made out in your name, explain why in the box provided below
Summar To check	y : what is needed here, refe	er to the no	vtes		
Total am	ount of VAT claimed from	n part D			
£		01010			
Total am	ount of VAT claimed from	n part E		24	Do you give your authority for us to discuss your claim
£		01010			with your agent or accountant?
Total am	ount of VAT to claim back	from parts	D+E		No Yes
£		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			If Yes, give details of your agent or accountant here
Giv <del>e</del> us i prefer u	count details details of the account into s to send your VAT refund he(s) of account holder(s)		would		
Sort cod		010101010	0.14-14-14	25	Declaration If you give incomplete or inaccurate information in
2011 000					this claim, we may charge you a financial penalty or
Account	number				prosecute you. I declare that:
	at least 8 digits. Lead with	h zeros if le	53		<ul> <li>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</li> <li>all the details and information on this form and any</li> </ul>
Checklis	t				<ul> <li>and the declars and minormation on one rorm and any accompanying documents are correct</li> </ul>
	re you send all document with your claim quickly. If				<ul> <li>I have read the attached guidance notes.</li> </ul>
	correct documents we m				VAT registered persons I confirm no other claim has been or will be made for
Have yo	u enclosed the following o	documents	7		these supplies and where the purchase of goods has
Full Plar Or	ning Permission	No	Yes		been invoiced to my VAT registered business. I have not and will not claim this VAT through my VAT return.
	Planning Permission and I of Reserved Matters	No	War		Charity builders The building being claimed for is to be used solely for
- Abbiong	to neserved matters wh documents are needed		ies		the purpose of the charity named in question 1 of this
Note: bo	and accoments are needed				claim form.
Note: bo					
And					Signature(s)
And Complet	ion Certificate or ceptable evidence	No 🗌	Yes		Signature(s)
And Complet other ac	ion Certificate or ceptable evidence	No .	Yes Yes		Signature(s)
And Complet other ac A full se	ion Certificate or ceptable evidence t of building plans	No 🗌	103		Signature(s)
And Complet other ac A full se Original	ion Certificate or ceptable evidence	No 🗌	103		Signature(s)
And Complet other ac A full se Original	ion Certificate or ceptable evidence t of building plans invoices filed in the same	No 🗆	103		Signature(s)

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

HM Revenue & Customs	VAT refunds for DIY housebuilders Claim form for conversions
	Official use only Claim reference number
claim back the VAT you have paid on building materials and so aim form. The information you give at part B will show us whe at came with this claim form. If you are not sure how to answe	
A Personal details     Answer all the questions in this part. If you leave any     answer blank we may reject your claim     Your full name, including your title <i>Mr</i> , <i>Mrs</i> , <i>Miss</i> , <i>etc</i> .	B Are you eligible to claim? Refer to the guidance notes     Have you converted a non-residential building? By conversion we mean converting a non-residential
	building into a dwelling No Yes
<ol> <li>If more than one claimant, title and full name of other claimant(s)</li> </ol>	Have you carried out works to a building that has     previously been lived in?     No Yes
3 Your daytime contact phone numbers	11       Have you got evidence that the building has been empty for 10 years or more before works started?         No       Yes
4 Your address	If No, you are not eligible to claim           12         Are you 'fitting out or finishing' a converted non-residential building?           No         Yes
Postcode Is this the building you are claiming for? No Yes	13       Has 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
Your National Insurance number	14 Has Planning Permission been granted for your conversion/renovation/alteration works? To obtain a VAT refund you must provide evidence that the works are lawful and send to us a copy of the
6 Certified date of completion for the building If you do not have a completion certificate leave blank DD MM YYYY	Planning Permission No Yes I If No. explain the reason why below
7 Date you occupied the building DD AMM YYYY	
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:	
T431C Pa	ige 1 HMRC 06/

pre-existing building?       20       What was the building before you started your works?         No       Yes	5 Do the terms of your Planning Permission (or similar permission) prevent the separate disposal, or separate use, of the converted property from any other	C Details of the property that has been converted
6       Has a Building Regulation Completion Certificate been granted by the local authority or an approved imspector registered with the local authority building control?       Type of building         No       Yes       It how, refer to notes and give details about what you will be providing instead       Is the building detached, semi-detached, terraced?         No       Yes       It have you got your approved plans from your Local Authority?       Number of befrooms         7       Have you got your approved plans from your Local Authority?       Number of bitchen/utility rooms         No       Yes       It here are other rooms not described above, tell us h many there are and describe their purpose below         a       Are you claiming for?       No         No       Yes       It how many garages do you have (or intend to have)?         Number of integral       Number of detached         a       Are you claiming for any other building(b)?         No       Yes         If Yes, give details about the other building(b)?       Yes         No       Yes	pre-existing building?	20 What was the building before you started your works?
If No, refer to notes and give details about what you will be providing instead       Number of storeys         Image: store will be providing instead       Number of reception rooms         Image: store will be providing instead       Number of reception rooms         Image: store will be providing instead       Number of bedrooms         Image: store will be provide will be property you approved plans from your Local Authority?       Number of kitchen/utility rooms         Image: store will be provide will be property you are claiming for?       If there are other rooms not described above, tell us he many there are and describe their purpose below         Image: store will be provide will be address of the conversion and explain why you have carried out the works       Image: store will be address of the conversion and explain why you have carried out the works         Image: store will be property you are claiming for any other building(s)?       Number of integral         No       Yes         Image: store will you be occupying it/them with the property you are converting?         No       Yes	6 Has a Building Regulation Completion Certificate been granted by the local authority or an approved inspector registered with the local authority building control?	For example, barn conversion, house, apartment/flat, etc
Image: state in the property you are claiming for?       No       Yes       If there are other rooms not described above, tell us he many there are and describe their purpose below         Image: state in the property you are claiming for?       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are converting?         No       Yes       Image: state in the property you are claiming for any other building(s)?       Image: state in the property you are converting?         No       Yes       Image: state in the property you are converting?       Image: state in the property you are converting?         No       Yes       Image: state in the property you are converting?       Image: state in the property you are converting?         No       Yes       Image: state in the property you are converting?       Image: state in the property you are converting?	If No, refer to notes and give details about what you	Number of storeys
Image: state in the property you are claiming for?       No       Yes       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for?       Image: state in the property you are claiming for?         No       Yes       Image: state in the property you are claiming for any other building(s)?       Image: state in the property you are converting?         No       Yes       Image: state in the property you are converting?       Image: state in the property you are converting?         No       Yes       Image: state in the property you are converting?       Image: state in the property you are converting?         No       Yes       Image: state in the property you are converting?       Image: state in the property you are converting?		
Image: state in the property you are claiming for?       Number of kitchen/utility rooms         No       Yes         If No, provide the address of the conversion and explain why you have carried out the works       21         How many garages do you have (or intend to have)?         Number of detached         If Yes, give details about the other building(s) and		
Local Authority?       If there are other rooms not described above, tell us hermany there are and describe their purpose below         No       Yes         B       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         If No, provide the address of the conversion and explain why you have carried out the works         If No, provide the address of the conversion and explain why you have carried out the works         If No, provide the address of the conversion and explain why you have carried out the works         If No, provide the address of the conversion and explain why you have carried out the works         If No, provide the address of the conversion and explain why you bave carried out the works         If No, provide the address of the conversion and explain why you bave carried out the works         If No       Yes         No       Yes         No       Yes         If Yes, give details about the other building(s) and       No         Yes       No		
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     21   How many garages do you have (or intend to have)?   Number of integral   Number of detached     9   Are you claiming for any other building(s)?   No   Yes   If Yes, give details about the other building(s) and     No     Yes		If there are other rooms not described above, tell us how many there are and describe their purpose below
claiming for?         No       Yes         If No, provide the address of the conversion and explain why you have carried out the works         21         How many garages do you have (or intend to have)?         Number of integral         Number of detached         9       Are you claiming for any other building(s)?         No       Yes         If Yes, give details about the other building(s) and		
Are you claiming for any other building(s)?     Ves     Yes     If Yes, give details about the other building(s) and     No     Yes	claiming for? No Yes I If No, provide the address of the conversion and explain	
Are you claiming for any other building(s)?     Ves     Yes     Yes     Yes     Yes		21 How many garages do you have (or intend to have)?
No Yes are converting? If Yes give details about the other building(s) and No Yes		
ntinue to complete the rest of this claim form only if you	time to complete the cost of this daim form who for	

VAT431C

Page 2

where the N Remember, ye If they are not	VAT amounts are shounds are shound and the or t in your name, you may	ces for which you will be clair nown separately on the invoic iginal invoices. The invoices should ust explain why. nplete this part, refer to the notes.	the invoice ices should be in your name.			
Reference/ woice number	Date of invoice	Description of invoice item	Supplier's name	e VAT paid		
			D Total			

Reference/	Date of invoice	Description of invoice item	Supplier's name	VAT paid
voice number	bate of modice	Description of invoice item		wa palo
			Balance brought forward	

Claimant: enter	vour full	name	here

If they are not in your name, you must explain why. For further advice about how to complete this part, refer to the notes.						
Reference/ woice number	Date of invoice	Description of invoice item	Supplier's name	Total paid		

VAT431C

Page 5

12

Claimant: enter your full name here

Reference/ woice number	Date of invoice	Description of invoice item	Supplier's name	Total paid
			Balance brought forward	
		Total pa	id	

## E Details of the goods and services supplied to you for which you will be claiming back VAT at the

VAT431C

Page 6

Details of the goods and services for which you will be claiming back VAT at the reduced rate where VAT amounts are not shown separately on the invoice Remember, you must send in the original invoices. The invoices should be in your name. If they are not in your name, you must explain why. For further advice about how to complete this part, refer to the notes.						
Reference/ voice number	Date of invoice	Description of invoice item	Supplier's name	Total paid		
		Total paid				
		F Total VAT	calculated see notes			

Reference/ woice number	Date of invoice	Description of invoice item	Supplier's name	Total paid
			Balance brought forward	
		Total pa	id	
		F Total W		i

						Claimant: enter your full name here
	G Sending in your claim Summary, checklist and declarat					If any of the invoices have not been made out in your name, explain why in the box below
3	Summary To check what is needed here, refe	er to the	notes			
	Total amount of VAT claimed from	part D				
	£					
	Total amount of VAT claimed from	part E				
	£					
	Total amount of VAT claimed from	nart F		2	16	Do you give your authority for us to discuss your claim
	£	-				with your agent or accountant?
		<u>-</u> 10				No Yes
	Total amount of VAT to claim back	from pa	arts D + E +	F		If Yes, give details of your agent or accountant here
	E ·					
4	Bank account details Give us details of the account into prefer us to send your VAT refund Full name(s) of account holder(s)		rou would			
	Sort code			2	17	Declaration If you give incomplete or inaccurate information in
						this claim, we may charge you a financial penalty or
	Account number					prosecute you.
	Must be at least 8 digits. Lead with	1 28105 1	r æss			I declare that: • 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
25	Checklist					all the details and information on this form and any
	Make sure you send all documents			elp us		<ul> <li>accompanying documents are correct</li> <li>I have read the attached guidance notes.</li> </ul>
	deal with your claim quickly. If you us with the correct documents we			im.		· · · nove read the attached guidance notes
	Have you enclosed the following o					VAT registered persons
	Evidence that the building has					I confirm no other claim has been or will be made for these supplies and where the purchase of goods has
	been empty for 10 years or more			m 8		been invoiced to my VAT registered business. I have not
	before you started your works	No	Yes			and will not claim this VAT through my VAT return.
	Full Planning Permission	No	Yes			Signature(s)
	Or					agnature(a)
	Outline Planning Permission and Approval of Reserved Matters	No	Ves			
	Note: both documents are needed		_ 10			
	And					
	Completion Certificate or			-		
	other acceptable evidence	No	Yes			Date DD MM YYYY
	A full set of building plans	No	Yes			
	Original invoices filed in the same					