



**Claim It Back**  
VAT Refunds



# Conversion

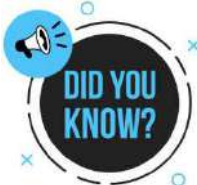
[www.vatclaim.co.uk](http://www.vatclaim.co.uk)

To instruct us to act on your behalf and reclaim VAT on your conversion please complete the form and return to us either by post or by email.

If you are posting out your instruction form you can also include relevant invoices and any required documents that you currently have (details of required documents can be found in the information pack).

When posting out invoices and documents it is always advisable to send them by guaranteed delivery.

*Notes are included at the back of this document to help with certain answers. Should you be unsure of anything please let us know and we will assist you further.*



*All applications for a refund need to be submitted to HMRC within 3 months of obtaining your completion certificate.*

**Post this form back to us at:**

Claim It Back VAT Refunds

Mercury House

Willoughton Drive

Gainsborough

Lincolnshire

DN21 1DY

**Email this form back to us at:**

info@claimitbackvatrefunds.co.uk

**Any questions telephone us on:**

01427 839333

**Our Fixed Fee**

**£395**

**Why Choose Us**

Fixed Pricing

We pride ourselves on our fixed fee policy, irrespective of build size or the value of VAT.

Hassle Free

We take all the hassle out of reclaiming the VAT that is due to you.

Friendly & Helpful

A professional service to help maximise the total VAT you can reclaim.

Direct Refunds

100% of your eligible VAT refund will be paid directly into your bank account by HMRC.

## Applicant Details

1) Applicant(s) full name Inc. title:


2) Contact number:

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3) Address:


4) Is this the address of the new build?

Yes  No

If no, please give address of new build:


5) National Insurance number:

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6) Date completion certificate issued

*(leave blank if not yet issued)*

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See Note 1

7) Date you occupied the building

*(leave blank if not yet occupied)*

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See Note 2

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:

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## Proof Of Eligibility

9) Have you converted a non-residential building?

*By conversion we mean turning a non-residential building into a dwelling*

Yes  No  See Note 3

*If Yes go to question 12*

10) Have you carried out works to a building that's been lived in previously?

Yes  No  See Note 4

11) Have you got evidence the building has been empty for 10 years or more before work started?

Yes  No  See Note 5

*If No you are not eligible to claim*

12) Has Planning Permission been granted for your conversion works?

Yes  No  See Note 6

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

Yes  No  See Note 7

Are you intending to live in the property you're claiming for?

Yes  No

If no, please explain what the building is intend to be used for:


Are you claiming for other building(s)?

Yes  No

If yes, please explain what the building(s) are and the intend use:


## About The Property

What was the building before?

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Is the building Detached, Semi-Detached, Terraced?

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Number of storeys

Number of reception room

Number of bedrooms

Number of bathrooms/en-suites

Number of kitchens/utility room

Any additional rooms?


Number of garages

Will the garages be occupied with the property?

Yes  No

## Confirmation

Fixed Fee - £395.00

I hereby wish Claim It Back VAT Refunds to act on my behalf to claim back eligible VAT on a self build property from HMRC.

Signed:

Date:

Email:


# Notes

**Note 1** – If you have yet to receive your completion certificate due to the building works still being in progress leave this box blank. We will require the certificate before we can submit the application.

**Note 2** – If you have yet to occupy the property leave this box blank. You will need to provide us with a date before we submit the application.

**Note 3** – A conversion is a non-residential building which has never been used for residential purposes. If it has previously been a residential property it must have been unoccupied for at least the last 10 years before work commenced.

Examples of non-residential conversions include:

An agricultural Building i.e. Barn – Redundant School or Church – Office – Shop

**Note 4** – A building has been deemed to be lived in if it was a dwelling used as someone's home.

Buildings that have been used as a dwelling will not only include Houses & Flats but also:

Public Houses & shops with non self contained living areas – Bedsit accommodation – Crofts  
– Domestic Garages

*A dwelling need not have been self contained or designed to a modern standard to be classed as someone's home. Proof Will be required that the building was empty for 10 or more years (note 5)*

**Note 5** – To be able to claim for a previous residential dwelling you need to be able to prove that the building has been empty for at least 10 years before you started any work on it.

If the building you have converted has been previously lived in, you must produce evidence to show HMRC that no one has lived there for 10 years or more before commencement of building work.

The following are acceptable evidence of non-occupation:

– Electoral Roll data – Council Tax data – Information from Utility companies – Evidence from a local authority's empty property officer.

*If you are claiming for a domestic garage you need to prove that it was not used to store motor vehicles for the previous 10 years before work started.*

**Note 6** – Proof of planning permission must be provided. This will be either the Full Planning Permission or Outline Planning Permission and Approval of Reserved Matters.

– *If your permission is subject to either Section 106 agreement or section 75 agreement a copy of this will also be required.*

– *If you have revised or amended a previous planning permission, these will also be required.*

**Note 7** – Examples of buildings that would prevent separate disposal or use of a new dwelling

– Annexes & Extensions

– Ancillary buildings which cannot be used or sold separately

– Building which separate use or sale of is restricted to a specific business or piece of land.

Once we receive your form we will check through the information and confirm acceptance. We will also send an invoice which is payable by Bank Transfer or PayPal/Card.