



Claim It Back
VAT Refunds



New Build

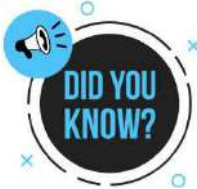
www.vatclaim.co.uk

To instruct us to act on your behalf and reclaim VAT on your self build 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

Applicant(s) full name Inc. title:

Contact number:

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Address:

Is this the address of the new build?

Yes

No

If no, please give address of new build:

National Insurance number:

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Date completion certificate issued

(leave blank if not yet issued)

See Note 1

Date you occupied the building
(leave blank if not yet occupied)

See Note 2

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:

Proof Of Eligibility

Is the property that you've built or currently building 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

Yes

No

See Note 3

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

Yes

No

See Note 4

Has Planning Permission been granted for your new build?

Yes

No

See Note 5

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?

Yes No See Note 6

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 See Note 7

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

About The Property

Type of building (House, Bungalow):

Is the building Detached, Semi-Detached, Terraced?

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 new building is a property that been constructed from scratch. If you have purchased a property as part of a knock down and rebuild project then the pre-existing building must not form any part of the new structure above ground level.

- You can retain cellars, basements and ground level slab.

- You can retain one façade of the pre-existing structure as long as it's part of the approved Planning permission.

Note 4 – A shell is a building which is structurally complete (Walls, Roof, Windows & Doors and Utilities) but not a functioning home. The shell will lack facilities to make it a liveable dwelling.

If the only work required is decoration then the building is not considered a shell as it is fully habitable. Documentation will be required which proves the purchase was as a building shell.

Note 5 – 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 6 – 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.

Note 7 – You cannot claim for work you have carried out on any buildings not part of the planning permission. You also cannot claim for buildings which have yet to be constructed.

You cannot claim for any of the following:

- Rooms above or attached to a detached garage

- Detached store rooms or workshops

- Stables

- Detached swimming pools

- Annexes (unless this can be sold separately to main property)

- Sheds & Greenhouses

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.