



Department for  
Communities and  
Local Government

## **NATIONAL NON-DOMESTIC RATES RETURN 1** **NNDR1 2013-14**

Please e-mail to : [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct authority name

Please check the figures shown in cells with a blue border and enter your own figures if you disagree with those suggested.

Forms should be returned to the Department for Communities and Local Government by Thursday 31 January 2013

Please use exact figures, to the nearest pence if possible. However, lines 36 and 40 will be shown to the nearest pound.

Please remember that a copy of this form, certified by your CFO, should also be sent to the Department for Communities and Local Government

The certified copy should be sent to Sheela Vyas, Department for Communities and Local Government, LGF-DCAA, Zone 5/J6, Eland House, Bressenden Place, London, SW1E 5DU

These instructions highlight the special features of the electronic form and should be read in conjunction with the Guidance Notes and Validation Checks

### **Completing the form**

1. The form can be set up for each individual local authority by selecting the appropriate authority name from the list. The example shows the local authority ZZZZ. Once a local authority name is selected the spreadsheet will automatically complete the data for the white cells with a blue border.

2. There are three different type of input cells:



*\* White, Black Border - these are blank for new data - Please ensure all white cells are filled before submitting the form*



*\* White background, green border - These cells are calculations and have the appropriate formula in them. There should be no need to overwrite these cells but please check that you are happy with the calculation.*



*\* White background, blue border - actual data entered by the Department for Communities and Local Government into these cells. However they are unprotected so should you need to insert figures you may do so. However if you do, please let us know why this was necessary.*

3. Please use exact figures, to the nearest pence if possible. However, lines 36 and 40 will be shown to the nearest pound.

### **Checking the Validation Sheet**

4. Once both the main form and the supplementary form have been completed go to the validation sheets and check if any of the data requires any further explanation. The data are compared with the NNDR1 (and where applicable NNDR2) for 2012-13 and if the change in number or percentage terms is higher or lower than we would normally expect the difference will appear in the blue box and you will be asked to provide an explanation for the change in the box provided.

For further details on the types of checks we do see the *NNDR1 Validation Checks 2013-14* paper.

### **Certifying the Form**

5. When the data has been checked and verified please email the complete file to [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

6. **Print a copy of the form for certification by your Chief Financial Officer. The form can be printed by using the defined print area.**

The certified copy should be forwarded to Sheela Vyas, Department for Communities and Local Government, LGF-DCAA, Zone 5/J6, Eland House, Bressenden Place, London, SW1E 5DU. Alternatively, we will also accept either a faxed copy of the completed form (fax number 0303 444 3294) or scanned versions of the signed form in .pdf format.

7. If you experience any problems using the form or downloading it onto your system please email [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)



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## NATIONAL NON-DOMESTIC RATES RETURN 1 NNDR1 2013-14

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Please enter your details after checking that you have selected the correct authority name.

Please check the figures shown in the cells with a blue border and enter your own figures if you disagree with those suggested.

**A provisional version of the form should be returned to the Department for Communities and Local Government by  
Monday 7 January 2013**

The final version of this form, including a signed copy, must also be sent to the Department for Communities and Local Government by  
**Thursday 31 January 2013**

Select your local authority's name from this list:

Forest Heath
Forest of Dean
Fylde
Gateshead
Gedling
Gloucester

Check that this is your authority :	Forest Heath
Check that this is your E Code :	E3532
Local authority contact name :	Brian Cunningham
Telephone number of local authority contact :	01842 756465
Fax number for local authority contact :	01845 756513
E-mail address of local authority contact :	<a href="mailto:an.cunningham@angliarevenues.gov.uk">an.cunningham@angliarevenues.gov.uk</a>

Ver 1.4

1. Number of hereditaments on the rating list on 30 September 2012	2,097
2. Aggregate rateable value on the rating list on 30 September 2012	£ 53,324,900
<b>GROSS CALCULATED RATE YIELD</b>	£
3. Enter line 2 x small business non-domestic rating multiplier (0.462)	24,636,103.80
<b>MANDATORY RELIEFS</b>	
<b>Small business rate relief</b>	£
4. Additional yield generated to finance the small business rate relief scheme	407,561.63
5. Cost of small business rate relief for properties within billing authority area	1,174,311.48
6. Net cost of the small business rate relief (Line 5 minus Line 4)	766,749.85
7. Cost of relief to charities	876,831.13
8. Cost of relief to Community Amateur Sports Clubs	16,765.73
9. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops	18,536.49
10. Cost of relief for partly occupied premises	66,908.73
11. Cost of relief for empty premises	306,826.01
<b>12. Total mandatory reliefs (Sum of lines 6 to 11)</b>	2,052,617.94
<b>DISCRETIONARY RELIEFS</b>	
13. Cost of relief to charities	14,578.43
14. Cost of relief to non-profit making bodies	607.34
15. Cost of relief to Community Amateur Sports Clubs	139.54
16. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops	2,030.38
17. Cost of relief to other rural businesses	0.00
18. Other Section 47 reliefs (Localism Act discounts)	0.00
<b>19. Total discretionary reliefs (Sum of lines 13 to 18)</b>	17,355.69
<b>20. Gross Rate Yield after reliefs (Line 3 minus lines 12 &amp; 19)</b>	22,566,130.17
21. Estimate of 'losses in collection'	256,404.00
22. Allowance for Cost of Collection	90,530.50
23. Special Authority Deductions - City of London Offset	0.00

NATIONAL NON-DOMESTIC RATES RETURN 1 2013-14		Forest Heath
Ver 1.4		
<b>Section 2</b>		
<b>Enterprise Zones</b>		
24. Estimated level of discount to be awarded in 2013-14		£ <b>0.00</b>
25. Estimated value of non-domestic rates in the Enterprise Zone area in 2013-14	<b>0.00</b>	
26. Enterprise Zone baseline	<b>0.00</b>	
27. Total estimated value of business rates to be retained in 2013-14 (Line 25 minus line 26)		<b>0.00</b>
<b>New Development Deals</b>		
28. Estimated value of non-domestic rates in the New Development Deals area in 2013-14	<b>0.00</b>	
29. New Development Deals baseline	<b>0.00</b>	
30. Total estimated value of business rates to be retained in 2013-14 (Line 28 minus line 29)		<b>0.00</b>
<b>Renewable Energy Schemes</b>		
31. Total estimated value of business rates to be retained in 2013-14		<b>0.00</b>
32. Net Rate Yield excluding transitional arrangements and rate retention (Line 20 minus the sum of lines 21 to 23, 27, 30 & 31)		<b>22,219,195.67</b>
<b>Rate retention adjustments</b>		
33. Estimate of the change in rateable value between 1 October 2012 and 30 September 2013		<b>0.00</b>
34. Estimate of the change in receipts as a result in the change in rateable value (line 33 times the multiplier)		<b>0.00</b>
<b>This equates to a percentage change of</b>	<b>0.00</b>	%
35. Local authority's estimate of adjustment due to appeals		<b>616,055.35</b>
36. Net Rate Yield excluding transitional arrangements but after rate retention adjustments (Line 32 plus lines 34 and minus line 35)		<b>21,603,140.00</b>
<b>Section 3</b>		
<b>Transitional arrangements</b>		
37. Addition revenue received because reduction in rates have been deferred	<b>0.00</b>	
38. Revenue foregone because increase in rates have been deferred	<b>25,909.41</b>	
39. Net cost of transitional arrangements (Line 38 minus line 37)		<b>25,909.41</b>
40. Net Rate Yield after transitional arrangements and rate retention (Line 36 minus line 39)		<b>21,577,231.00</b>

NNDR Summary for : Forest Heath	
These figures show the percentage shares of the NNDR you estimate your authority will collect in 2013-14. They are based on line 36. See the <i>Tier Split</i> tab for full information	
Amount of NNDR to be paid to central government	£ <b>10,801,570.00</b>
Amount to be retained by Forest Heath under the rates retention scheme	<b>8,641,256.00</b>
Amount to be passed to Suffolk	<b>2,160,314.00</b>

**Certificate of Chief Financial Officer**

I certify that the entries in lines 3, 12, 19, 20, 36, 39 and 40 of this form are the best I can make on the information available to me and that the figures given in lines 1 and 2 used in the calculating the amount shown in lines 36 and 40 are, to the best of my knowledge and belief those shown in the rating list for my authority as at 30 September 2012, subject to any order made before 15 January 2013 under the Local Government Act 1972 implementing boundary changes. I also certify that the authority has made proper arrangements for securing efficiency and effectiveness in relation to the collection of non-domestic rates. I also certify to the best of my knowledge and belief that any amount included as legal costs in line 22 and discretionary relief in line 24 meet the conditions set out in the Non-Domestic Rating (Rates Retention) Regulations 2013.

Chief Financial Officer : .....

Date : .....