SCHEDULE

Regulation 9

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

		Official use only Claim reference number
claim		I 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 0845 010 9000 .
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 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
2	If more than one claimant, title and full name of other claimant(s)	No Yes 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	If Yes, you are not eligible to claim
5	Postcode Is this the building you are claiming for? No Yes Your National Insurance number	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 us of the new building from any other pre-existing building?
	Total National Englance Humber	No Yes
7	Certified date of completion for the building If you do not have a completion certificate leave blank DD MM YYYY Date you occupied the building DD MM 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:	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

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	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
17 Are you claiming for any other building(s)? No Yes If Yes, give details about the other building(s) and explain why	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
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 his scheme.	pe 2

D Details of the goods supplied to you for which you will be claiming back VAT where the VAT amounts are shown separately on the invoice Remember, you can only claim for building materials and 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/ invoice number	Date of invoice	Description of invoice item	Supplier's name	VAT paid

where the	/AT amounts are sh	to you for which you will be cl nown separately on the invoice	Continued	
Reference/ nvoice number	Date of invoice	Description of invoice item	Supplier's name	VAT paid
			Balance brought forward	
			D Total	

where VAT Remember, ye The invoices s	amounts are not sl ou can only claim for b hould be in your name	ied to you for which you will be claiming back VAT at the standard rate ot shown separately on the invoice for building materials and you must send in the original invoices. ame. If they are not in your name, you must explain why. complete this part, refer to the notes.			
Reference/ invoice number	Date of invoice	Description of invoice item	Supplier's name	Total paid	
		Total paid			
			calculated see notes		

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

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Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

		Claimant: enter your full name here
F Sending in your claim Summary, checklist and declaration		If any of the invoices have not been made out in your name, explain why in the box provided below
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	24	Do you give your authority for us to discuss your clair with your agent or accountant?
£		HHSI — pielelah — pielelah Halalalalalalalala
Total amount of VAT to claim back from parts D +	+E	No Yes If Yes, give details of your agent or accountant here
£ .		a les gre delais a jos agent a accountant nece
22 Bank account details Give us details of the account into which you wou prefer us to send your VAT refund	uld	
Full name(s) of account holder(s)		
	25	Declaration
Sort code		If you give incomplete or inaccurate information in this claim, we may charge you a financial penalty or prosecute you.
Account number		I declare that:
Must be at least 8 digits. Lead with zeros if less		 I am only reclaiming VAT which was correctly charge 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 am
23 Checklist		accompanying documents are correct
Make sure you send all documents as requested ous deal with your claim quickly. If you do not pro	wide us	I have read the attached guidance notes. VAT registered persons
with the correct documents we may reject your of Have you enclosed the following documents?	sam.	I confirm no other claim has been or will be made for these supplies and where the purchase of goods has
Full Planning Permission No	Yes	been invoiced to my VAT registered business. I have no and will not claim this VAT through my VAT return.
Or		
Outline Planning Permission and Approval of Reserved Matters No	Yes	Charity builders The building being claimed for is to be used solely for
Note: both documents are needed		the purpose of the charity named in question 1 of this
And		claim form.
		Signature(s)
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	Date of Manager
		Date DD MM YYYY

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

(d)	HM Revenue & Customs
	& Customs

VAT refunds for DIY housebuilders Claim form for conversions

claim back the VAT you have paid on building materials any	Official use only Claim reference number d services used for your conversion, answer the questions on this
	hether you are eligible to claim back the VAT. Refer to the notes
A Personal details Answer all the questions in this part. If you leave any answer blank we may reject your claim	B Are you eligible to claim? Refer to the guidance notes
Your full name, including your title Mr, Mrs, Miss, etc.	Have you converted a non-residential building? By conversion we mean converting a non-residential building into a dwelling No Yes
If more than one claimant, title and full name of other claimant(s)	Have you carried out works to a building that has previously been lived in?
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 If No, you are not eligible to claim
Vour address	12 Are you 'fitting out or finishing' a converted non-residential building? No Yes
Postcode Is this the building you are claiming for?	Has work been done on a completed dwelling purchased from a developer, builder or private vendor? No Yes Hes, you are not eligible to claim.
No Yes	14 Has Planning Permission been granted for your
your National Insurance number	conversion/renovation/alteration works? To obtain a WAT refund you must provide evidence that the works are lawful and send to us a copy of the Planning Permassion
Certified date of completion for the building If you do not have a completion certificate leave blank	No Ves
DD MM YYYY	If No. explain the reason why below
Date you occupied the building	
If you or anyone connected with this claim have an interest or association with a WAT registered business, enter the VAT registration number(s) below:	

15 Do the terms of your Planning Permission (or similar	C Details of the property that has
permission) prevent the separate disposal, or separate	 C Details of the property that has been converted
use, of the converted property from any other pre-existing building?	20 What was the building before you started your works?
	to this the die building octate you stated you make
No Yes	
16 Has a Building Regulation Completion Certificate	Type of building For example, barn conversion, house, apartment/flat, etc.
been granted by the local authority or an approved inspector registered with the local authority	
building control?	Is the building detached, semi-detached, terraced?
No Yes	is the bolling security, sell deciding, tellucide.
If No, refer to notes and give details about what you	
will be providing instead	Number of storeys
	Number of reception rooms
	Number of bedrooms
	Number of bathrooms/en-suites
	Number of kitchen/utility rooms
17 Have you got your approved plans from your	
Local Authority?	If there are other rooms not described above, tell us how many there are and describe their purpose below
No Yes	
ts 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
19 Are you claiming for any other building(s)?	22 Will you be occupying it/them with the property you
No Yes	are converting?
If Yes, give details about the other building(s) and	No Yes
explain why	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 his scheme.	

Claimant: enter your full name here Details of the goods and services for which you will be claiming back VAT where the VAT amounts are 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/ invoice number	Date of invoice	Description of invoice item	Supplier's name	VAT paid
mirate manage				
				-
				-
				-
				-

	mant: enter your full n		you will be claiming back VAT	
Details of the goods and services supplied to you for which you will be claiming back VAT where the VAT amounts are shown separately on the invoice <i>Continued</i>				
Reference/ invoice number	Date of invoice	Description of invoice item	Supplier's name	VAT paid
			Balance brought forward	
			5000	
			D Total	

standard ra Remember, y	Claimant: enter your full name here Details of the goods and services for which you will be claiming back VAT at the standard 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 a	dvice about how to co	mplete this part, refer to the note	rt, refer to the notes.			
Reference/ invoice number	Date of invoice	Description of invoice item	Supplier's name	Total paid		
				-		
				-		
		Tota	l paid			
		process	l VAT calculated see notes			

E Details of to standard ra	he goods and servi ite where VAT amo	ces supplied to you for which unts are not shown separately	ou will be claiming back VAT on the invoice <i>Continued</i>	at the
Reference/ invoice number	Date of invoice	Description of invoice item	Supplier's name	Total paid
			Balance brought forward	
		Total pa	aid	
		400000	AT calculated see notes	

Claimant: enter your full name here 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 no	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/ invoice number	Date of invoice	Description of invoice item	Supplier's name	Total paid
				-
				-
				-
				-
		Total pai	d	
			Calculated see notes	

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

			Claimant: enter your full name here
	G Sending in your claim Summary, checklist and declarate		If any of the invoices have not been made out in your name, explain why in the box below
23	Summary To check what is needed here, refe	r to the notes	
	Total amount of VAT claimed from		
	£ .		
	Total amount of VAT claimed from	part E	
	£ .		
	Total amount of VAT claimed from	part F	26 Do you give your authority for us to discuss your claim with your agent or accountant?
	£ .		with your agent of accountants
	Total amount of VAT to claim back	from parts D + E + F	No Yes
	£ .		If Yes, give details of your agent or accountant here
24	Bank account details Give us details of the account into prefer us to send your VAT refund Full name(s) of account holder(s)	which you would	
	Sort code Account number		Declaration If you give incomplete or inaccurate information in this claim, we may charge you a financial penalty or prosecute you.
	Must be at least 8 digits. Lead with	r zeros if less	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
	Checklist		 all the details and information on this form and any
	Make sure you send all documents deal with your claim quickly. If you us with the correct documents we	do not provide	accompanying documents are correct I have read the attached guidance notes.
	Have you enclosed the following d		VAT registered persons I confirm no other claim has been or will be made for
	Evidence that the building has		these supplies and where the purchase of goods has
	been empty for 10 years or more before you started your works	No Yes	been invoiced to my VAT registered business. I have not and will not claim this VAT through my VAT return.
	before you started your works		
	Full Planning Permission Or	No Yes	Signature(s)
	Full Planning Permission Or Outline Planning Permission and	No Yes	Signature(s)
	Full Planning Permission Or Outline Planning Permission and Approval of Reserved Matters Note: both documents are needed	No Ves	Signature(s)
	Full Planning Permission Or Outline Planning Permission and Approval of Reserved Matters Note: both documents are needed And	No Ves	Signature(s)
	Full Planning Permission Or Outline Planning Permission and Approval of Reserved Matters Note: both documents are needed	No Ves	Signature(s) Date DD MM YYYY
	Full Planning Permission Or Outline Planning Permission and Approval of Reserved Matters Note: both documents are needed And Completion Certificate or	No Nes	