



Local Authority or other body's details

Type of body

- ☒ Local Authority or similar body
☐ Academy school
☐ Charity
☐ Non-departmental bodies or similar bodies

Do you know your customer reference number?

- ☐ Yes
☒ No

Name

Hurstpierpoint & Sayers Common Parish Council

UK address

Line 1

Village Centre

Line 2

Trinity Road

Line 3 (optional)

Hurstpierpoint, West Sussex

Postcode

BN6 9UY

Telephone number

01273 833264

Period of claim

From

01 10 2023

To

31 12 2023

Is this your first claim?

☐ Yes

☒ No

Have you changed your bank details?

☐ Yes

☒ No

Invoice details

You must list the invoices on which you are claiming a refund in the Invoice details section.

Do you have more than 20 invoices?

☒ Yes

☐ No

For each invoice please provide details of the following on a separate sheet of paper, preferably an Excel spreadsheet.

- date of invoice
- supplier's VAT Registration Number
- brief description of supply
- to whom addressed
- VAT paid

Declaration

Amount of refund

£ 3,962.20

☐ For local authorities or similar bodies: The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under section 7 of Notice 749. (Tick if appropriate)

☐ I am a non-departmental body or similar body and I am claiming a refund of the amount shown above which is the VAT incurred on the purchase of services listed in the existing Treasury Direction bought for my non-business activities. (Tick if appropriate)

☒ I am claiming a refund of the amount shown above which is the VAT charged on goods and services bought for non-business activities

☒ The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim

When you have printed the form, please sign and date it in the appropriate boxes. You are signing this form to say you have completed it accurately to the best of your knowledge.

Signature



Date

DD MM YYYY

04 01 2024

What to do now

Please send the completed form along with any attachments to:

HMRC Payments VAT 126
HM Revenue and Customs
BX9 1JZ

Submit to HMRC On VAT Archive Completion

Date 04/01/2024

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
<u>Cashbook</u>				
23/07/2023	251582019	Six Monthly Fire Safety Visit	H&SC PC	50.40
02/09/2023	313483672	Q3 Photocopier Lease	H&SC PC	39.00
21/09/2023	851257234	Structural Tests Xmas Lights	H&SC PC	220.00
27/09/2023	436051572	New Battery for Office Alarm	H&SC PC	5.00
27/09/2023	553769603	Electric Chapel Aug 2023	H&SC PC	7.24
28/09/2023	245618594	Fire Extinguisher Service	H&SC PC	7.70
28/09/2023	245 7193 48	Phone & Broadband Sept 2023	H&SC PC	26.95
29/09/2023	998 1807 57	Planning Advice	H&SC PC	135.50
30/09/2023	102 3549 12	Tool Purchase (Saw & Rake)	H&SC PC	9.83
30/09/2023	738 3362 20	Gnds Mt Sept 2023	H&SC PC	61.79
30/09/2023	143268909	MS Licences and New Users	H&SC PC	43.78
01/10/2023	629280722	Van Lease Oct 2023	H&SC PC	48.98
02/10/2023	825509426	Domain Name .gov.uk	H&SC PC	22.00
02/10/2023	658819285	Annual Air Con Service	H&SC PC	13.60
03/10/2023	891 7527 83	ILCA Qualification (AC2)	H&SC PC	24.00
03/10/2023	899 7279 28	Interim Audit 3.10.23	H&SC PC	46.56
03/10/2023	210915108	Waste & Recycling Collection	H&SC PC	7.38
03/10/2023	553769603	Electric Steet Lights Sept 23	H&SC PC	22.57
05/10/2023	553769603	Electric Chapel Sept 23	H&SC PC	1.60
05/10/2023	553769603	Electric Court Bushes Sept 23	H&SC PC	124.72
15/10/2023	424183709	Power Socket Repair	H&SC PC	21.48
17/10/2023	382894546	Pitt Road Inspection	H&SC PC	26.57
17/10/2023	616149839	Hedgecutter Saw	H&SC PC	13.07
17/10/2023	422348418	Stationery	H&SC PC	6.99
18/10/2023	191 7400 66	Remembrance Day Signs	H&SC PC	9.40
18/10/2023	871433328	Hurst Life November 2023	H&SC PC	54.00
21/10/2023	738 3362 20	Walnut Tree Planting	H&SC PC	24.00
21/10/2023	738 3362 20	Oak Tree Planting	H&SC PC	153.60
23/10/2023	899 7279 28	New Cllr Training SB & AS	H&SC PC	18.00
23/10/2023	193 6044 55	Payroll Charges April-Sept 23	H&SC PC	57.88
25/10/2023	156210732	Copier Printing Q3	H&SC PC	37.46
28/10/2023	245 7193 48	Phone and Broadband Oct 2023	H&SC PC	26.63
30/10/2023	838 5831 90	Caretaking October 2023	H&SC PC	123.69
31/10/2023	143268909	MS Licences October 2023	H&SC PC	33.78
31/10/2023	738 3362 20	Gnds Mt October 2023	H&SC PC	61.79
31/10/2023	998 1807 57	District Plan Advice	H&SC PC	107.50
31/10/2023	155840010	Alarm Response 3.10.23	H&SC PC	9.00
31/10/2023	325862938	Leaf Blower	H&SC PC	73.33

Balance Carried Forward Page 1

1,776.77

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
01/11/2023	629280722	Monthly Van Lease Fee	H&SC PC	48.98
02/11/2023	912555141	Replace 2 Broken Roof Tiles	H&SC PC	19.00
02/11/2023	210915108	Waste Collection October 2023	H&SC PC	11.17
05/11/2023	982 2296 94	Waste May to Oct 2023	H&SC PC	624.00
07/11/2023	940688400	Tools	H&SC PC	71.72
10/11/2023	389313172	Vandalised Window Repair	H&SC PC	42.00
13/11/2023	553769603	Electricity Chapel Oct 2023	H&SC PC	1.53
14/11/2023	757 9964 51	Dog Bags x 8000	H&SC PC	25.62
15/11/2023	871433328	Hurst Life December 2023	H&SC PC	54.00
22/11/2023	553769603	Electric Street Lights Oct 23	H&SC PC	18.63
22/11/2023	553769603	Electric Street Lights Oct 23	H&SC PC	11.41
22/11/2023	155840010	Alarm Response 11.11.23	H&SC PC	9.00
24/11/2023	383425389	Chapel Survey	H&SC PC	54.00
27/11/2023	673710628	Repairs to Bifold Doors	H&SC PC	293.21
28/11/2023	245 7193 48	Phone and Broadband Nov 23	H&SC PC	26.73
29/11/2023	838 5831 90	Caretaking Dec 2023	H&SC PC	123.69
30/11/2023	738 3362 20	Grounds Mt Nov 2023	H&SC PC	61.79
30/11/2023	422348418	Stationery	H&SC PC	23.61
30/11/2023	143268909	MS Licences	H&SC PC	33.78
01/12/2023	155840010	Annual Call Out Fee	H&SC PC	72.00
01/12/2023	629280722	Van Lease Dec 2023	H&SC PC	48.98
03/12/2023	982 2296 94	Waste Collection	H&SC PC	96.00
05/12/2023	210915108	Waste Collection Nov 2023	H&SC PC	9.03
08/12/2023	871433328	Hurst Life January 2024	H&SC PC	54.00
08/12/2023	995038580	Pump Station Alarm	H&SC PC	241.36
11/12/2023	553769603	Electricity Pitt Lane	H&SC PC	11.59
11/12/2023	553769603	Electricity Trinity Road	H&SC PC	5.83
12/12/2023	553769603	Electricity Chapel Nov 2023	H&SC PC	1.77
16/12/2023	738 3362 20	Orchard Path Cutting 31.10.23	H&SC PC	78.00
19/12/2023	104776712	PAT Testing Court Bushes	H&SC PC	13.00
Total VAT Detail from Cashbook				3,962.20

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
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I SARAH GROOM
(Full name in BLOCK LETTERS)

am claiming a refund of three thousand, nine hundred and sixty two pounds and 20 pence
(Pounds in words pence in figures)

£ 3,962.20

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature *Sarah Groom* (Designated responsible officer) Date 4/1/2024

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.