



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 04 2024

To

30 06 2024

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

£

☐ 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

11 07 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 01/07/2024

H&SC PC Current Year

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End Date of Assessment Month 3

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
08/02/2024	102 3549 12	Rider Plate	H&SC PC	1.54
09/02/2024	245618594	Fire Extinguisher Repair	H&SC PC	11.40
03/03/2024	313483672	Copier Lease Q1	H&SC PC	47.00
11/03/2024	422348418	Name Badges, Tape, Paper	H&SC PC	16.99
14/03/2024	542 9514 38	Annual Air Freshners Service	H&SC PC	17.91
14/03/2024	871433328	Hurst Life April 2024	H&SC PC	58.00
14/03/2024	542 9514 38	Pitt Lane Annual Washroom	H&SC PC	282.32
16/03/2024	553769603	Electric Street Lights Feb 24	H&SC PC	11.41
16/03/2024	553769603	Electric Street Lights Feb 24	H&SC PC	18.63
20/03/2024	553769603	Electricity Feb 24	H&SC PC	741.68
20/03/2024	422348418	Batteries	H&SC PC	1.80
28/03/2024	245 7193 48	Phone & Broadband March 24	H&SC PC	26.99
01/04/2024	920 9508 27	Annual Accountancy Licence	H&SC PC	111.00
01/04/2024	144497687	Annual Website Support	H&SC PC	194.40
01/04/2024	629280722	Van Lease April 24	H&SC PC	48.98
03/04/2024	972271216	Court Bushes External Hoarding	H&SC PC	119.00
03/04/2024	210915108	Waste Collection March 2024	H&SC PC	7.19
04/04/2024	203076745	Acrow Props for Court Bushes	H&SC PC	30.00
04/04/2024	383425389	Insurance Rebuild Valuations	H&SC PC	90.00
04/04/2024	553769603	Electric CB March 24	H&SC PC	301.69
08/04/2024	787228977	Chantry Stables Repairs	H&SC PC	290.00
09/04/2024	730 2213 90	Grounds Maintenance	H&SC PC	167.30
09/04/2024	553769603	Electric Chapel Jan-Mar 24	H&SC PC	0.91
15/04/2024	906768590	Storage Container	H&SC PC	1,201.00
17/04/2024	899 7279 28	Year End Shutdown	H&SC PC	51.12
17/04/2024	553769603	Electric Street Lights March24	H&SC PC	12.23
17/04/2024	553769603	Electric Street Lights March24	H&SC PC	19.95
19/04/2024	383425389	Court Bushes Inspection	H&SC PC	150.00
25/04/2024	156210732	Copier Printing Q1	H&SC PC	36.63
26/04/2024	789 261 284	Toilet Roll Dispensers	H&SC PC	38.95
26/04/2024	838 5831 90	Caretaking April 2024	H&SC PC	132.97
26/04/2024	422348418	Paper and Batteries	H&SC PC	15.00
28/04/2024	245 7193 48	Phone and Broadband April 24	H&SC PC	28.54
30/04/2024	945642208	Bike Racks for Sayers Common	H&SC PC	13.20
30/04/2024	143268909	MS Licences April 2024	H&SC PC	44.37
30/04/2024	247628480	Legal Advice Drainage Tender	H&SC PC	120.00
01/05/2024	738 3362 20	Grounds Maintenance April 24	H&SC PC	64.45
01/05/2024	629280722	Van Lease May 2024	H&SC PC	48.98

Balance Carried Forward Page 1

4,573.53

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End Date of Assessment Month 3

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
02/05/2024	203076745	Internal Timber Hoarding	H&SC PC	337.15
02/05/2024	899 7279 28	Final Internal Audit 23-24	H&SC PC	22.75
02/05/2024	210915108	Waste Collection April 2024	H&SC PC	14.18
03/05/2024	458688286	Unblocking Trinity Road Gents	H&SC PC	41.17
04/05/2024	730 2213 90	Grounds Maint April 2024	H&SC PC	289.77
05/05/2024	982 2296 94	Waste Collection April 2024	H&SC PC	120.00
08/05/2024	553769603	Electric Court Bushes April 24	H&SC PC	228.64
09/05/2024	899 7279 28	Cllr Training SD & MF	H&SC PC	19.00
09/05/2024	553769603	Electric Chapel April 24	H&SC PC	1.87
09/05/2024	920 9508 27	Refund of Licence Fee	H&SC PC	-39.60
10/05/2024	757 9964 51	12,000 Dog Bags	H&SC PC	38.45
15/05/2024	615436647	South Ave Design Work	H&SC PC	330.00
16/05/2024	871433328	Hurst Life Article June 2024	H&SC PC	58.00
20/05/2024	583552029	Grants Advice Hurst Meadows	H&SC PC	35.00
28/05/2024	245 7193 48	Phone and Broadband May 2024	H&SC PC	28.54
28/05/2024	245618594	Fire Extinguisher Service	H&SC PC	15.87
28/05/2024	297007976	Annual CCTV & Alarm Contract	H&SC PC	211.20
29/05/2024	838 5831 90	Caretaking May 2024	H&SC PC	132.97
30/05/2024	296312096	Annual Subscription	H&SC PC	30.00
31/05/2024	738 3362 20	Grounds Mt May 2024	H&SC PC	64.45
31/05/2024	143268909	MS Licences May 2024	H&SC PC	44.37
31/05/2024	376882343	Gate Latch, Cement	H&SC PC	2.95
01/06/2024	553769603	Electric Street Lights Apr 24	H&SC PC	11.84
01/06/2024	553769603	Electric Street Lights Apr 24	H&SC PC	19.31
01/06/2024	629280722	Van Lease Rental	H&SC PC	48.98
03/06/2024	982 2296 94	Waste Collection May 2024	H&SC PC	96.00
05/06/2024	210915108	Waste Collection May 2024	H&SC PC	12.04
05/06/2024	686049501	Broadband Set Up	H&SC PC	8.80
07/06/2024	245618594	Two New Extinguishers & Signs	H&SC PC	45.85
10/06/2024	348733570	ANTHONY BIRCH H&S SERVICES	H&SC PC	150.00
10/06/2024	553769603	Electricity May 2024	H&SC PC	149.32
11/06/2024	553769603	Electricity April-May 2024	H&SC PC	1.20
12/06/2024	871433328	Hurst Life July 2024	H&SC PC	58.00
12/06/2024	615436647	South Ave Trial Pits	H&SC PC	150.00
18/06/2024	329671279	AI Training Event (VA)	H&SC PC	35.40
18/06/2024	383425389	Rent Review Study	H&SC PC	90.00
20/06/2024	150510263	St Georges Flint Wall Repairs	H&SC PC	1,430.00
Total VAT Detail from Cashbook				8,907.00

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End Date of Assessment Month 3

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

am claiming a refund of eight thousand, nine hundred and seven pounds
(Pounds in words pence in figures)

£ 8,907.00

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 Saram Groom Date 11/7/24
(Designated responsible officer)

*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.