

Claim a VAT refund as an organisation not registered for VAT

Organisation details

Customer reference number	XNV126000106046
Organisation name	Hurstpierpoint & Sayers Common Parish Council
Organisation type	Local authority or similar
Changed bank or address details	No

Claim details

Claim is £100 or more	Yes
Start date	1 April 2025
End date	30 June 2025

Invoice details

Upload or enter invoice details	Upload a file summarising all the invoice details
Upload invoice file	Q1 2025-26 VAT Claim Signed.pdf

Total amount of VAT you paid

Paid amount	£7,067.37
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Total refund amount you are claiming

Amount of VAT you are claiming	The total amount of VAT paid: £7,067.37
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Contact details

Full name	Sarah Groom
Role in organisation	Clerk
Email consent	Yes, I have read the guidance and understand and accept the risks of email
Contact email	office@hurstpierpoint-pc.gov.uk
Telephone number	01273833264
Submission details	
Submission date	4 Jul 2025 11:11
Submission reference	STI1-JDMX-QIQX
Submission mark	9f0fa0e6f82876444012fb89199d755ba447440adc897cbece b3526f66b44aa2

Submit to HMRC On VAT Archive Completion

Date 03/07/2025

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
<u>Cashbook</u>				
04/03/2025	313483672	Q1 Copier Lease Rental	H&SC PC	47.00
14/03/2025	542 9514 38	Annual Washroom Fee Trinity Rd	H&SC PC	19.16
14/03/2025	542 9514 38	Annual Washroom Fee Pitt Ln	H&SC PC	302.06
19/03/2025	871433328	April Hurst Life Article	H&SC PC	60.00
31/03/2025	730 2213 90	New Paths	H&SC PC	400.00
31/03/2025	995038580	CCTV and Jetting of Drains	H&SC PC	360.00
31/03/2025	995038580	CAD Drawings Drains	H&SC PC	60.00
31/03/2025	995038580	New Inspection Cover	H&SC PC	183.20
01/04/2025	144497687	Annual Website Support	H&SC PC	300.00
01/04/2025	920 9508 27	Annual Subscription/Licence	H&SC PC	75.80
01/04/2025	629280722	Van Lease April 2025	H&SC PC	47.16
02/04/2025	382894546	Streetlight Inspection	H&SC PC	32.33
02/04/2025	210915108	Waste Collection March 2025	H&SC PC	12.78
02/04/2025	210915108	Waste Collection	H&SC PC	2.56
06/04/2025	927 3346 15	Electricity March 2025	H&SC PC	242.56
06/04/2025	927 3346 15	Electricity March 2025 (Pitt)	H&SC PC	2.80
06/04/2025	927 3346 15	Electricity March 2025	H&SC PC	72.50
07/04/2025	422348418	Mop for Court Bushes	H&SC PC	1.18
07/04/2025	647 4383 14	Broadband March 2025	H&SC PC	11.60
08/04/2025	193 6044 55	Payroll Services Oct 24-Mar 25	H&SC PC	49.41
15/04/2025	172778178	New Union Flag	H&SC PC	19.80
15/04/2025	871433328	Hurst Life May 2025	H&SC PC	90.00
15/04/2025	408970965	Dog Bin Collections April 2025	H&SC PC	48.60
22/04/2025	464103811	Year End Shutdown Support	H&SC PC	52.54
24/04/2025	144543813	Structural Testing Streetlight	H&SC PC	342.50
25/04/2025	156210732	Copier Printing Q1	H&SC PC	34.32
30/04/2025	738 3362 20	Gnds Mt April 2025	H&SC PC	66.38
30/04/2025	738 3362 20	Litter Bin Collection April 25	H&SC PC	85.70
30/04/2025	143268909	MS Licences April 2025	H&SC PC	42.36
30/04/2025	464103811	Internal Audit 2024-25	H&SC PC	29.59
01/05/2025	815913917	Pitt Lane Lock Repair	H&SC PC	17.80
01/05/2025	629280722	Van Lease Rental May 25	H&SC PC	47.16
02/05/2025	686049501	Broadband April 2025	H&SC PC	11.60
06/05/2025	932124750	HM Tree Surveys	H&SC PC	192.00
06/05/2025	927 3346 15	Electricity April 2025	H&SC PC	147.78
06/05/2025	927 3346 15	Electricity April 2025 Pitt Ln	H&SC PC	3.54
06/05/2025	927 3346 15	Electricity April 25 S/Lights	H&SC PC	65.09
07/05/2025	545481727	Acrylic Panels for Bus Shelter	H&SC PC	14.38

Balance Carried Forward Page 1

3,593.24

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
07/05/2025	210915108	Waste Collection April 2025	H&SC PC	9.22
08/05/2025	422348418	Whiteboard and Pens	H&SC PC	13.76
08/05/2025	730 2213 90	Gnds Mt April 2025	H&SC PC	208.21
09/05/2025	259492755	Repair to Springy S Ave	H&SC PC	42.00
09/05/2025	927 3346 15	Electricity Chapel Mar/Apr 25	H&SC PC	4.46
09/05/2025	927 3346 15	Electric Trinity Rd Mar/Ap 25	H&SC PC	5.24
09/05/2025	102 3549 12	Gloves	H&SC PC	3.17
13/05/2025	738 3362 20	Sayers Common Village Sign	H&SC PC	14.00
14/05/2025	871433328	Hurst Life June 2025	H&SC PC	60.00
15/05/2025	271820020	Window Cleaning CB	H&SC PC	16.50
16/05/2025	297007976	Annual Alarm & CCTV Mt/Monitor	H&SC PC	219.00
18/05/2025	738 3362 20	Village Gateway Cleaning	H&SC PC	115.67
20/05/2025	422348418	Batteries and Pens	H&SC PC	3.60
23/05/2025	183615259	Fire Equipment Inspection	H&SC PC	51.81
27/05/2025	707272150	Defib Battery and Pads	H&SC PC	57.00
27/05/2025	887750270	Defib Battery CC	H&SC PC	48.80
29/05/2025	592526420	New Litter Bins x3	H&SC PC	239.17
30/05/2025	296312096	Parish On-line Subscription	H&SC PC	30.00
30/05/2025	998 1807 57	District Plan Support	H&SC PC	125.00
30/05/2025	182828284	Sapling Removals on Village Gn	H&SC PC	165.00
30/05/2025	143268909	MS Licences May 2025	H&SC PC	42.36
31/05/2025	730 2213 90	Grounds Mt May 2025	H&SC PC	162.20
31/05/2025	738 3362 20	Grounds Mt May 2025	H&SC PC	66.38
31/05/2025	738 3362 20	Waste Bin Collections May 25	H&SC PC	85.70
01/06/2025	629280722	Van Lease Fee June 25	H&SC PC	47.16
03/06/2025	210915108	CB Waste Collection May 25	H&SC PC	9.22
03/06/2025	464103811	New Cllr Training HBr	H&SC PC	9.00
05/06/2025	491816563	Inspection at CB	H&SC PC	18.00
05/06/2025	491816563	Supply & Fit Valve Trinity Rd	H&SC PC	27.00
05/06/2025	738 3362 20	Install New Waste Bins x3	H&SC PC	60.00
05/06/2025	686049501	Broadband May 2025	H&SC PC	11.60
06/06/2025	912555141	CB Roofing Repairs	H&SC PC	72.00
06/06/2025	927 3346 15	Electricity May 25	H&SC PC	117.77
06/06/2025	927 3346 15	Electricity May 2025	H&SC PC	2.29
06/06/2025	927 3346 15	Electricity May 2025	H&SC PC	2.82
06/06/2025	927 3346 15	Electricity May 2025	H&SC PC	3.45
06/06/2025	927 3346 15	Electricity May 2025	H&SC PC	63.77
09/06/2025	408970965	Dog Waste Collection May 25	H&SC PC	48.60
11/06/2025	684849374	Ventham Construction Ltd	H&SC PC	669.79

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
12/06/2025	871433328	Hurst Life July 25	H&SC PC	60.00
16/06/2025	383425389	Chapel Works Inspection	H&SC PC	56.00
18/06/2025	738 3362 20	HM Spring Cut	H&SC PC	36.05
18/06/2025	738 3362 20	HM Spring Cut Forest School	H&SC PC	79.20
23/06/2025	383425389	Tennis Club Rent Review	H&SC PC	64.00
23/06/2025	259492755	Repair to Play Equipment	H&SC PC	228.16
Total VAT Detail from Cashbook				7,067.37

I SARAH GROOM
(Full name in BLOCK LETTERS)

am claiming a refund of seven thousand and sixty seven pounds and 37 pence
(Pounds in words pence in figures)

£ 7,067.37

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* Date 4/7/25
(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.