

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 July 2025
End date	30 September 2025

Invoice details

Upload or enter invoice details	Upload a file summarising all the invoice details
Upload invoice file	Q2 VAT Claim.pdf

Total amount of VAT you paid

Paid amount	£8,474.64
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Total refund amount you are claiming

Amount of VAT you are claiming	The total amount of VAT paid: £8,474.64
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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	1 Oct 2025 15:30
Submission reference	8N0E-M628-9TUR
Submission mark	83ab4fb2114d53ed9db199e0a5778ace4a64f80204b676cd12c2eddb1d25f6aa

Submit to HMRC On VAT Archive Completion

Date 01/10/2025

H&SC PC Current Year

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End Date of Assessment Month 6

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
03/06/2025	313483672	Q2 Copier Lease	H&SC PC	39.00
25/06/2025	191 6955 26	Parking Discs x 500	H&SC PC	83.33
25/06/2025	486336361	HM Cycleway Design	H&SC PC	327.80
28/06/2025	730 2213 90	Gnds Mt June 2025	H&SC PC	281.86
30/06/2025	876 3283 89	Play Area Inspections 2025	H&SC PC	43.20
30/06/2025	143268909	MS Licences June 2025	H&SC PC	42.36
30/06/2025	738 3362 20	Waste Bin Collections June 25	H&SC PC	85.70
30/06/2025	738 3362 20	Gnds Mt June 2025	H&SC PC	66.38
30/06/2025	155840010	Alarm Response 12.6.25	H&SC PC	9.00
01/07/2025	629280722	Van Lease July 2025	H&SC PC	47.16
02/07/2025	210915108	Refuse Collection June 2025	H&SC PC	7.00
06/07/2025	927 3346 15	Electricity June 2025	H&SC PC	109.61
06/07/2025	927 3346 15	Electricity June 2025	H&SC PC	2.22
06/07/2025	927 3346 15	Electricity Trinity Rd June 25	H&SC PC	2.72
06/07/2025	927 3346 15	Electricity Pitt Lane June 25	H&SC PC	3.32
06/07/2025	927 3346 15	Electricity Streetlights Jun25	H&SC PC	14.54
07/07/2025	686049501	Broadband June 2025	H&SC PC	11.60
09/07/2025	408970965	Dog Bin Collection June 2025	H&SC PC	60.75
10/07/2025	424183709	Electrical Test following Leak	H&SC PC	49.00
14/07/2025	738 3362 20	St Lawrence Fair Assistance	H&SC PC	15.00
14/07/2025	491816563	Repairs to Water Tank	H&SC PC	107.60
15/07/2025	422348418	Office Paper	H&SC PC	33.58
16/07/2025	464103811	Chairs Training JS	H&SC PC	9.00
18/07/2025	182828284	Tree Works	H&SC PC	210.00
21/07/2025	871433328	Hurst Life Article August 2025	H&SC PC	60.00
22/07/2025	156210732	Q2 Copier Costs	H&SC PC	52.12
23/07/2025	251582019	Six Monthly Fire Alarm Inspect	H&SC PC	52.16
24/07/2025	779451089	Dehumidifier Hire	H&SC PC	57.20
25/07/2025	422348418	Punched Pockets	H&SC PC	4.19
28/07/2025	209918933	Sanitary Bins Annual Contract	H&SC PC	103.88
28/07/2025	155 8470 44	3 x Bollards for War Memorial	H&SC PC	163.06
31/07/2025	738 3362 20	Litter Bin Collection Aug 25	H&SC PC	85.70
31/07/2025	738 3362 20	Gnds Mt July 2025	H&SC PC	66.38
31/07/2025	120431530	Annual Audit 31.3.25	H&SC PC	273.00
31/07/2025	183615259	Cemetery Fire Equipment	H&SC PC	32.18
31/07/2025	143268909	MS Licences July 2025	H&SC PC	42.36
31/07/2025	998 1807 57	Professional Advice	H&SC PC	109.80
01/08/2025	629280722	Van Lease Rental	H&SC PC	47.16

Balance Carried Forward Page 1

2,810.92

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End Date of Assessment Month 6

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
04/08/2025	210915108	Waste Collection July 2025	H&SC PC	14.94
05/08/2025	730 2213 90	Grounds Mt July/Aug 2025	H&SC PC	214.49
05/08/2025	408970965	Dog Bin Collections July 2025	H&SC PC	48.60
05/08/2025	686049501	Broadband July 2025	H&SC PC	11.60
06/08/2025	182828284	Various Tree Works	H&SC PC	85.00
06/08/2025	927 3346 15	Electricity July 2025	H&SC PC	111.76
06/08/2025	927 3346 15	Electricity July 2025	H&SC PC	2.29
06/08/2025	927 3346 15	Electricity July 2025	H&SC PC	2.80
06/08/2025	927 3346 15	Electricity July 2025	H&SC PC	3.42
07/08/2025	182828284	Tree Works Millennium Garden	H&SC PC	40.00
08/08/2025	102 3549 12	Gloves & Roundup	H&SC PC	7.50
09/08/2025	424183709	Lighting Upgrades	H&SC PC	133.00
14/08/2025	348733570	Chantry Stables Fire RA	H&SC PC	50.00
15/08/2025	738 3362 20	Installation of Bollards	H&SC PC	24.00
25/08/2025	182828284	Tree Works - The Wilderness	H&SC PC	100.00
26/08/2025	871433328	Hurst Life Article Sept 2025	H&SC PC	60.00
28/08/2025	382894546	Manor Rd Cycleway Streetlight	H&SC PC	54.76
30/08/2025	383425389	War Memorial Wall Survey	H&SC PC	56.00
30/08/2025	143268909	MS Licences August 2025	H&SC PC	42.36
31/08/2025	738 3362 20	Litter Bin Emptying Aug 2025	H&SC PC	85.70
31/08/2025	738 3362 20	Grounds Mt August 2025	H&SC PC	66.38
31/08/2025	155840010	Alarm Responses Aug 2025	H&SC PC	36.00
01/09/2025	196827550	Annual Sanitary Bin Fee	H&SC PC	82.70
01/09/2025	436051572	Annual Office Alarm Service	H&SC PC	20.20
03/09/2025	210915108	Waste Collection Aug 2025	H&SC PC	15.75
04/09/2025	796502106	Purchase of Works Van	H&SC PC	1,780.00
05/09/2025	408970965	Dog Bin Collections Aug 2025	H&SC PC	48.60
05/09/2025	686049501	Broadband August 2025	H&SC PC	11.60
06/09/2025	927 3346 15	Electricity Aug 2025	H&SC PC	96.78
06/09/2025	927 3346 15	Electricity Trinity Rd	H&SC PC	2.78
06/09/2025	927 3346 15	Electricity Pitt Lane	H&SC PC	3.37
10/09/2025	738 3362 20	Hurst Meadows Works	H&SC PC	1,457.09
15/09/2025	927 3346 15	Electricity Chapel Aug 2025	H&SC PC	2.40
18/09/2025	871433328	Hurst Life October 2025	H&SC PC	60.00
18/09/2025	658819285	Annual Office Air Con Service	H&SC PC	15.05
19/09/2025	995038580	Annual Sewer Pump Service	H&SC PC	115.00
22/09/2025	602588543	Reeds Lane Drainage Retention	H&SC PC	273.44
22/09/2025	191 6955 26	Parking Discs x 500	H&SC PC	83.33
23/09/2025	460127619	First Aid Remembrance	H&SC PC	26.18

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
27/09/2025	738 3362 20	New Gates S Ave Play Area	H&SC PC	166.77
30/09/2025	738 3362 20	Grounds Mt Sept 2025	H&SC PC	66.38
30/09/2025	738 3362 20	Litter Bin Emptying Sept 25	H&SC PC	85.70
Total VAT Detail from Cashbook				8,474.64

I SARAH GROOM
(Full name in BLOCK LETTERS)

am claiming a refund of eight thousand, four hundred and seventy four pounds and 64 pence
(Pounds in words pence in figures)

£ 8,474.64

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  Date 11/10/25
(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.