

Claim a VAT refund as an organisation not registered for VAT

This is a draft copy. You will need to submit your claim to send your answers.

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 October 2025
End date	31 December 2025

Invoice details

Upload or enter invoice details	Upload a file summarising all the invoice details
Upload invoice file	Q3 VAT Reclaim.pdf

Total amount of VAT you paid

Paid amount	£12,707.20
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Total refund amount you are claiming

Amount of VAT you are	The total amount of VAT paid: £12,707.20
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claiming

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

Submit to HMRC On VAT Archive Completion

Date 06/01/2026

H&SC PC Current Year

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End Date of Assessment Month 9

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
02/09/2025	313483672	Q3 Copier Lease	H&SC PC	39.00
03/09/2025	102 3549 12	Equipment and Boots	H&SC PC	38.80
30/09/2025	155840010	Alarm Response	H&SC PC	18.00
30/09/2025	143268909	MS Licences Sept 2025	H&SC PC	42.36
01/10/2025	155 8470 44	Bollard Surface Covers x3	H&SC PC	38.88
01/10/2025	408970965	Waste Collection Sept 2025	H&SC PC	60.75
02/10/2025	422348418	Stationery	H&SC PC	25.81
02/10/2025	210915108	Waste Collection Sept 2025	H&SC PC	7.05
06/10/2025	610415590	Training Course (GP)	H&SC PC	30.00
06/10/2025	686049501	Broadband Sept 2025	H&SC PC	11.60
06/10/2025	927 3346 15	Electricity Sept 2025	H&SC PC	116.11
06/10/2025	927 3346 15	Electricity Sept 2025	H&SC PC	1.99
06/10/2025	927 3346 15	Electricity Sept 2025	H&SC PC	2.73
06/10/2025	927 3346 15	Electricity Sept 2025	H&SC PC	3.35
07/10/2025	191 7400 66	Remembrance Signs	H&SC PC	10.00
08/10/2025	891 7527 83	Events Training Course (VA)	H&SC PC	30.00
08/10/2025	182828284	Tree Works South Avenue	H&SC PC	80.00
08/10/2025	757 9964 51	Dog Bags x 12,000	H&SC PC	38.45
09/10/2025	912555141	Chantry Stables Roof Repairs	H&SC PC	92.48
09/10/2025	912555141	Chantry Stables Side Elevation	H&SC PC	116.00
09/10/2025	193 6044 55	Payroll Services Apr to Sep 25	H&SC PC	57.19
10/10/2025	382894546	Street Light Repairs x10	H&SC PC	2,133.37
13/10/2025	102 3549 12	Cable Ties	H&SC PC	2.70
16/10/2025	464103811	Interim Audit 15.10.25	H&SC PC	42.59
16/10/2025	832510264	Reeds Lane Play Equip Deposit	H&SC PC	3,026.95
17/10/2025	871433328	Hurst Life Nov 2025	H&SC PC	60.00
17/10/2025	102 3549 12	Blade and Plate	H&SC PC	4.45
18/10/2025	730 2213 90	Grounds Mt Sep/Oct 2025	H&SC PC	412.53
21/10/2025	191320235	Toilet Hire	H&SC PC	320.00
22/10/2025	823888883	Label Tape	H&SC PC	9.29
22/10/2025	891 7527 83	Training Course Allotment (VA)	H&SC PC	10.00
23/10/2025	259492755	S Ave Equip Repairs	H&SC PC	497.81
23/10/2025	684849374	Toilet Partitioning	H&SC PC	107.60
25/10/2025	738 3362 20	Lower Churchyard Maintenance	H&SC PC	257.50
27/10/2025	156210732	Q3 Copier Lease	H&SC PC	30.32
28/10/2025	424183709	Smoke Detectors	H&SC PC	168.00
30/10/2025	738 3362 20	Heritage Orchard Path Mowing	H&SC PC	80.34
31/10/2025	738 3362 20	Waste Collection October 2025	H&SC PC	85.70

Balance Carried Forward Page 1

8,109.70

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31/10/2025	738 3362 20	Grounds Mt	H&SC PC	66.38
31/10/2025	155840010	Alarm Response	H&SC PC	9.00
31/10/2025	247628480	Legal Fees forTennis Club	H&SC PC	366.00
31/10/2025	998 1807 57	Planning Advice	H&SC PC	111.40
31/10/2025	143268909	MS Licences Oct 2025	H&SC PC	42.36
02/11/2025	825509426	Gov.uk Domain	H&SC PC	10.00
03/11/2025	408970965	Dog Waste Collection Oct 2025	H&SC PC	48.60
03/11/2025	424183709	Emergency Light Repair	H&SC PC	20.00
03/11/2025	491816563	Nursery Toilet Refurb	H&SC PC	1,660.00
03/11/2025	491816563	Taps and Cisterns	H&SC PC	440.00
04/11/2025	210915108	Waste Collection Oct 2025	H&SC PC	14.94
05/11/2025	686049501	Broadband Oct 2025	H&SC PC	11.60
06/11/2025	927 3346 15	Electricity Oct 25	H&SC PC	148.74
06/11/2025	927 3346 15	Electricity Oct 25	H&SC PC	2.22
06/11/2025	927 3346 15	Electricity Oct 25	H&SC PC	2.88
06/11/2025	927 3346 15	Electricity Oct 25	H&SC PC	3.57
11/11/2025	182828284	South Avenue Ash	H&SC PC	200.00
12/11/2025	823888883	Label Tape	H&SC PC	3.10
13/11/2025	372797157	Planning Training SD, LT, GP	H&SC PC	24.00
14/11/2025	823888883	Batteries	H&SC PC	2.00
17/11/2025	219786228	Brighton Bench	H&SC PC	214.00
18/11/2025	823888883	Tea Spoons/1st Aid Kit	H&SC PC	5.85
20/11/2025	738 3362 20	Planting on Village Garden	H&SC PC	28.33
26/11/2025	198901167	Toilet Seat (Child)	H&SC PC	13.00
26/11/2025	271820020	Window Cleaning	H&SC PC	16.50
27/11/2025	519286915	Allotment Training VA	H&SC PC	62.60
27/11/2025	927 3346 15	Electric Street Lights	H&SC PC	11.13
28/11/2025	998 1807 57	District Plan Advice	H&SC PC	195.80
28/11/2025	143268909	MS Licences Nov 25	H&SC PC	42.36
28/11/2025	143268909	Windows 11 Upgrade etc	H&SC PC	140.00
29/11/2025	247628480	Tennis Club Lease Fee	H&SC PC	36.00
30/11/2025	738 3362 20	Litter Bin Collection Nov 25	H&SC PC	85.70
30/11/2025	738 3362 20	Grounds Mt Nov 25	H&SC PC	66.38
30/11/2025	190156570	Wood Paint Bus Stops	H&SC PC	3.37
01/12/2025	155840010	Annual Keyholding Fee	H&SC PC	78.00
02/12/2025	408970965	Dog Waste Collection Nov 25	H&SC PC	48.60
03/12/2025	460127619	Wassail Medic	H&SC PC	22.00
03/12/2025	210915108	Waste Collection Nov 25	H&SC PC	13.66
03/12/2025	72797157	Planning Training LT/BS	H&SC PC	16.00

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05/12/2025	686049501	Broadband Nov 25	H&SC PC	11.60
06/12/2025	927 3346 15	Electric CB Nov 25	H&SC PC	206.12
06/12/2025	927 3346 15	Electricity Nov 25	H&SC PC	2.86
06/12/2025	927 3346 15	Electricity Nov 25	H&SC PC	3.62
10/12/2025	927 3346 15	Electricity Chapel Nov 25	H&SC PC	3.23
18/12/2025	738 3362 20	Plywood for Village Garden	H&SC PC	39.00
19/12/2025	583552029	Professional Grants Advice	H&SC PC	45.00
Total VAT Detail from Cashbook				12,707.20

I SARAH GROOM

(Full name in BLOCK LETTERS)

am claiming a refund of twelve thousand, seven hundred and seven pounds and 20 pence

(Pounds in words pence in figures)

£ 12,707.20

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

8/1/26

*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.