

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 January 2026
End date	31 March 2026

Invoice details

Upload or enter invoice details	Upload a file summarising all the invoice details
Upload invoice file	Q4 VAT Claim Signed.pdf

Total amount of VAT you paid

Paid amount	£15,713.78
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Total refund amount you are claiming

Amount of VAT you are claiming	The total amount of VAT paid: £15,713.78
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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
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Telephone number	01273833264
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Submission details

Submission date	9 Apr 2026 15:30
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Submission reference	666O-OVCS-RYVF
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Submission mark	bce62b3b5dc09444450b5618c82150554f3c9d5ac9a11264d9bf9f59f7b0489a
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Submit to HMRC On VAT Archive Completion

Date 08/04/2026

H&SC PC Current Year

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
01/08/2025	464103811	Cllr Training	H&SC PC	36.00
02/12/2025	313483672	Q4 Printer Lease	H&SC PC	39.00
08/12/2025	102 3549 12	2 Stroke	H&SC PC	2.07
31/12/2025	738 3362 20	Gnds Mt Dec 2025	H&SC PC	66.38
31/12/2025	738 3362 20	Bin Collections Dec 25	H&SC PC	85.70
31/12/2025	143268909	MS Licences Dec 2025	H&SC PC	42.36
31/12/2025	155840010	Alarm Responses	H&SC PC	18.00
05/01/2026	686049501	Broadband Dec 2025	H&SC PC	11.60
06/01/2026	210915108	Waste Collection Dec 2025	H&SC PC	14.94
06/01/2026	927 3346 15	Electricity Dec 2025	H&SC PC	260.55
06/01/2026	927 3346 15	Electricity Dec 2025	H&SC PC	2.94
06/01/2026	927 3346 15	Electricity Dec 2025 (Trinity)	H&SC PC	3.70
07/01/2026	408970965	Dog Bin Collections Dec 25	H&SC PC	60.75
07/01/2026	610415590	Training Course (GP)	H&SC PC	30.00
09/01/2026	927 3346 15	Electricity Dec 2025	H&SC PC	2.22
13/01/2026	823888883	Stationery	H&SC PC	6.10
13/01/2026	190 8407 53	Oak for Reeds Lane Benches	H&SC PC	294.95
15/01/2026	871433328	Hurst Life Dec/Jan/Feb 2025	H&SC PC	180.00
15/01/2026	469189044	Chapel Decorating	H&SC PC	592.00
19/01/2026	251582019	Court Bushes Emergency Lights	H&SC PC	74.98
20/01/2026	823888883	Stationery	H&SC PC	2.00
22/01/2026	887750270	Defib Parts	H&SC PC	86.39
26/01/2026	156210732	Q4 Copier Lease	H&SC PC	35.63
26/01/2026	832510264	Sovereign Design Play Systems	H&SC PC	4,035.93
27/01/2026	191 6955 26	Parking Discs x100	H&SC PC	16.67
28/01/2026	108246529	Loss of Income Claim CB - VAT	H&SC PC	623.56
29/01/2026	843183430	Cemetery Survey (S106)	H&SC PC	862.00
30/01/2026	143268909	MS Licences Jan 26	H&SC PC	42.36
31/01/2026	738 3362 20	Gnds Mt Jan 26	H&SC PC	66.38
31/01/2026	738 3362 20	Bin Collections Jan 26	H&SC PC	85.70
03/02/2026	408970965	Dog Waste Collections Jan 26	H&SC PC	48.60
03/02/2026	210915108	Waste Collection Jan 26	H&SC PC	15.54
05/02/2026	686049501	Broadband Jan 26	H&SC PC	11.60
06/02/2026	927 3346 15	Electricity Jan 26	H&SC PC	315.28
06/02/2026	927 3346 15	Electricity Jan 26	H&SC PC	2.41
06/02/2026	927 3346 15	Electricity Jan 26 (Trinity)	H&SC PC	3.04
06/02/2026	927 3346 15	Electricity Jan 26 (Pitt)	H&SC PC	3.92
11/02/2026	871433328	Hurst Life March 26	H&SC PC	90.00

Balance Carried Forward Page 1

8,171.25

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
11/02/2026	823888883	Gloves and Label Maker Tape	H&SC PC	4.19
13/02/2026	190 8407 53	5 x Oak Rails-Benches Reeds Ln	H&SC PC	22.30
13/02/2026	832510264	Reeds Lane Play Equipment	H&SC PC	183.45
13/02/2026	757 9964 51	Dog bags x 12000	H&SC PC	40.14
19/02/2026	592526420	2x Picnic Tables for Reeds Ln	H&SC PC	284.40
24/02/2026	191 6955 26	100 Parking Discs	H&SC PC	16.67
24/02/2026	382894546	Hurst Gardens Repair	H&SC PC	48.65
27/02/2026	998 1807 57	Planning Advice	H&SC PC	408.50
27/02/2026	143268909	MS Licences Feb 26	H&SC PC	42.36
27/02/2026	592526420	2x Litter Bins (S106)	H&SC PC	169.38
28/02/2026	738 3362 20	Gnds Mt Feb 26	H&SC PC	66.38
28/02/2026	738 3362 20	Litter Bin Collections Feb 26	H&SC PC	85.70
03/03/2026	210915108	Waste Collection Feb 26	H&SC PC	11.44
03/03/2026	408970965	Dog Waste Collection Feb 26	H&SC PC	48.60
04/03/2026	491816563	New Thermostat Court Bushes	H&SC PC	69.40
04/03/2026	259492755	New Trampoline S Ave	H&SC PC	1,475.35
05/03/2026	469189044	Chapel Decorating	H&SC PC	434.00
05/03/2026	424183709	Light Bollards Access Roadx3	H&SC PC	125.00
05/03/2026	686049501	Broadband Feb 26	H&SC PC	11.60
06/03/2026	927 3346 15	Electricity Feb 26	H&SC PC	232.59
06/03/2026	927 3346 15	Electricity Chapel Feb 26	H&SC PC	2.35
06/03/2026	927 3346 15	Electricity Trinity Rd Feb 26	H&SC PC	2.33
06/03/2026	927 3346 15	Electricity Pitt Lane Feb 26	H&SC PC	5.28
09/03/2026	191 6955 26	100x Parking Discs	H&SC PC	16.67
09/03/2026	251582019	Call Out Alarm Reset	H&SC PC	24.00
10/03/2026	259492755	New Toddler Swings	H&SC PC	1,109.39
12/03/2026	907368801	Christmas Lights 25/26	H&SC PC	300.00
13/03/2026	382894546	Fairfield Cres Repair	H&SC PC	48.65
16/03/2026	927 3346 15	Electricity Street Lights	H&SC PC	699.78
25/03/2026	738 3362 20	Bench - Paving Slabs Vill Gdn	H&SC PC	142.20
25/03/2026	730 2213 90	Gnds Mt Oc-Dec 25	H&SC PC	432.05
27/03/2026	182828284	S Ave Broken Stem	H&SC PC	25.00
28/03/2026	738 3362 20	St George's Lane Bollards x2	H&SC PC	76.40
30/03/2026	998 1807 57	Planning Advice	H&SC PC	665.50
31/03/2026	738 3362 20	Litter Bin Collections	H&SC PC	85.70
31/03/2026	738 3362 20	Gnds Mt Mar 26	H&SC PC	66.38
31/03/2026	408970965	Dog Bin Collections Mar 26	H&SC PC	60.75
Total VAT Detail from Cashbook				15,713.78

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End Date of Assessment Month 12

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 fifteen thousand, seven hundred and thirteen pounds and 78 pence

(Pounds in words pence in figures)

£ 15,713.78

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

9/4/26

*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.