

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 April 2026
End date	30 June 2026

Invoice details

Upload or enter invoice details	Upload a file summarising all the invoice details
Upload invoice file	Quarter 1 VAT Claim 2026.pdf

Total amount of VAT you paid

Paid amount	£25,892.97
-------------	------------

Total refund amount you are claiming

Amount of VAT you are	The total amount of VAT paid: £25,892.97
-----------------------	--

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 09/07/2026

H&SC PC Current Year

Page 1

Time 14:47

End Date of Assessment Month 3

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
01/03/2026	144497687	Domain Names 26/27	H&SC PC	16.20
03/03/2026	313483672	Q1 Copier Leasing	H&SC PC	49.00
13/03/2026	871433328	Hurst Life April 2026	H&SC PC	32.00
14/03/2026	542 9514 38	Washroom Services 26/27	H&SC PC	302.06
14/03/2026	542 9514 38	Washroom Services 26/27Trinity	H&SC PC	19.16
26/03/2026	193 6044 55	Payroll Service Oct 25-Mar 26	H&SC PC	50.65
30/03/2026	143268909	MS Licences March 2026	H&SC PC	44.88
31/03/2026	155840010	Alarm Responses March 2026	H&SC PC	36.00
01/04/2026	144497687	Website Support 26/27	H&SC PC	300.00
01/04/2026	920 9508 27	Annual Support 26/27	H&SC PC	78.40
02/04/2026	210915108	Waste Collection March 2026	H&SC PC	13.66
06/04/2026	927 3346 15	Electricity Mar 2026	H&SC PC	223.65
06/04/2026	927 3346 15	Electricity Mar 2026	H&SC PC	2.93
06/04/2026	927 3346 15	Electricity Mar 2026 Pitt	H&SC PC	3.76
06/04/2026	927 3346 15	Electricity Mar 26 Streetlight	H&SC PC	87.28
07/04/2026	686049501	Broadband March 2026	H&SC PC	5.80
08/04/2026	191 6955 26	Parking Discs x500	H&SC PC	83.33
09/04/2026	191 6955 26	Dog Bin Collections 2025/26	H&SC PC	892.32
13/04/2026	871433328	Hurst Life May 2026	H&SC PC	96.00
13/04/2026	156210732	Q4 Printer Copies	H&SC PC	22.01
14/04/2026	623757528	HM Noticeboard Door	H&SC PC	56.91
15/04/2026	823888883	A3 Printer Paper	H&SC PC	6.89
16/04/2026	424183709	PAT Testing	H&SC PC	21.76
20/04/2026	920005975	Purchase of Strimmer	H&SC PC	26.50
22/04/2026	408970965	Anual Waste Transfer Notice	H&SC PC	6.00
23/04/2026	823888883	Storage Boxes x5	H&SC PC	8.99
24/04/2026	464103811	End of Year Closedown	H&SC PC	47.79
24/04/2026	832510264	Final New Play Item Payment	H&SC PC	3,026.95
28/04/2026	738 3362 20	Fencing at Reeds Lane Rec	H&SC PC	2,450.40
29/04/2026	803 8922 26	Q1 Copier Lease Fee	H&SC PC	66.79
29/04/2026	144543813	Light Column Testing Xmas	H&SC PC	150.00
29/04/2026	920005975	Tools Servicing	H&SC PC	40.57
29/04/2026	920005975	Strimmer Servicing	H&SC PC	22.52
29/04/2026	738 3362 20	Gnds Mt April 2026	H&SC PC	68.37
30/04/2026	155840010	Alarm Response 25.4.26	H&SC PC	9.00
30/04/2026	143268909	MS Licences April 2026	H&SC PC	44.88
30/04/2026	143268909	Printer Set-Up/Unifi Updates	H&SC PC	35.00
30/04/2026	738 3362 20	Waste Bin Collections Apri 26	H&SC PC	85.70

Balance Carried Forward Page 1

8,534.11

Submit to HMRC On VAT Archive Completion

Date 09/07/2026

H&SC PC Current Year

Page 2

Time 14:47

End Date of Assessment Month 3

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
30/04/2026	190156570	Putty and Paint	H&SC PC	7.21
04/05/2026	686049501	Broadband April 2026	H&SC PC	11.60
05/05/2026	738 3362 20	Install Large Goal Post	H&SC PC	72.00
05/05/2026	738 3362 20	Install of 2 Bins Reeds Lane	H&SC PC	56.00
05/05/2026	738 3362 20	New 5 Bar Gate at Reeds Lane	H&SC PC	94.60
05/05/2026	768593663	South Ave Drainage & Surfacing	H&SC PC	14,034.43
05/05/2026	210915108	Waste Collection April 2026	H&SC PC	11.82
06/05/2026	464103811	Internal Audit 4.5.26	H&SC PC	22.75
06/05/2026	927 3346 15	Electricity April 2026	H&SC PC	159.75
06/05/2026	927 3346 15	Electricity April 2026 Trinity	H&SC PC	2.77
06/05/2026	927 3346 15	Electricity April 2026 Pitt	H&SC PC	3.44
08/05/2026	408970965	Dog Waste Collection April 26	H&SC PC	48.60
08/05/2026	464103811	Staff Training SG/VA	H&SC PC	30.00
08/05/2026	318723302	Traffic Survey	H&SC PC	441.00
11/05/2026	738 3362 20	Install Picnic Benches x2	H&SC PC	126.18
13/05/2026	803 8922 26	New Copier Doc Fee	H&SC PC	28.00
13/05/2026	871433328	Hurst Life June 2026	H&SC PC	64.00
15/05/2026	297007976	CCTV Alarm and Fire Monitoring	H&SC PC	276.00
15/05/2026	271820020	Window Cleaning	H&SC PC	16.50
15/05/2026	542 9514 38	Fuel Surcharge	H&SC PC	0.88
19/05/2026	490009996	Tree Work South Ave	H&SC PC	64.00
23/05/2026	995038580	Jetting Blocked Drain	H&SC PC	40.00
29/05/2026	182828284	Tree Work South Ave Rec	H&SC PC	25.00
29/05/2026	183615259	Fire Eq Servicing	H&SC PC	63.42
30/05/2026	296312096	Annual Subscription	H&SC PC	30.00
31/05/2026	155840010	Lock Up Fee 8.5.26	H&SC PC	7.00
31/05/2026	738 3362 20	Gnds Mt May 2026	H&SC PC	68.37
31/05/2026	738 3362 20	Waste Bin Collections May 26	H&SC PC	91.05
31/05/2026	155840010	Alarm Response 16.5.26	H&SC PC	9.00
31/05/2026	730 2213 90	Grounds Maintenance Q1	H&SC PC	458.24
01/06/2026	927 3346 15	Electricity April 26	H&SC PC	4.28
02/06/2026	408970965	Dog Waste Bin Collections May	H&SC PC	48.60
02/06/2026	851349031	New Blinds at Court Bushes	H&SC PC	226.80
03/06/2026	210915108	Waste Collection May 2026	H&SC PC	11.82
05/06/2026	686049501	Broadband May 2026	H&SC PC	11.60
06/06/2026	927 3346 15	Electricity May 2026	H&SC PC	124.70
06/06/2026	927 3346 15	Electricity May 2026	H&SC PC	2.79
06/06/2026	927 3346 15	Electricity May 2026	H&SC PC	3.61
06/06/2026	927 3346 15	Electricity May 2026	H&SC PC	4.67

Balance Carried Forward Page 2

25,336.59

Submit to HMRC On VAT Archive Completion

Date 09/07/2026

H&SC PC Current Year

Page 3

Time 14:47

End Date of Assessment Month 3

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
10/06/2026	871433328	Hurst Life July 2026	H&SC PC	96.00
11/06/2026	932124750	Tree Surveys Rec Gnds	H&SC PC	196.00
12/06/2026	424183709	Rewire Extractor Fans Pitt Ln	H&SC PC	98.00
25/06/2026	738 3362 20	Cycle Path Strim	H&SC PC	36.05
25/06/2026	738 3362 20	Public Right of Way Strim	H&SC PC	37.13
25/06/2026	738 3362 20	Forest School Cut	H&SC PC	79.20
25/06/2026	738 3362 20	Refill Orchard Water Tank	H&SC PC	14.00
Total VAT Detail from Cashbook				25,892.97

SARAH GROOM

I
(Full name in BLOCK LETTERS)

am claiming a refund of twenty five thousand, eight hundred and ninety two pounds and 97 pence
(Pounds in words pence in figures)

£ 25,892.97

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 *9/7/26*
(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.