# 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 2026 |
| **End date** | 30 September 2026 |

## 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** | £10,306.85 |

## Total refund amount you are claiming

| | |
|---|---|
| **Amount of VAT you are claiming** | The total amount of VAT paid: £10,306.85 |

## 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** | 01273 833264 |

## Submission details

| | |
|---|---|
| **Submission date** | 8 Oct 2026 14:12 |
| **Submission reference** | 1NA8-9I5X-WG4B |
| **Submission mark** | 2fb9256a4f1c0bac0c6d1fc2371de5528954691404e91433c2 4d74f9bba7c47c |

| Date of Invoice | Suppliers VAT Reg No | Description of Supply | To whom addressed | VAT Paid |
|---|---|---|---|---|
| **Cashbook** | | | | |
| 30/05/2026 | 143268909 | MS Licences May 2026 | H&SC PC | 44.88 |
| 22/06/2026 | 803 8922 26 | Q2 Copier Lease | H&SC PC | 74.21 |
| 23/06/2026 | 995856538 | Christmas Light Collection | H&SC PC | 53.70 |
| 30/06/2026 | 143268909 | MS Licences June 2026 | H&SC PC | 44.88 |
| 30/06/2026 | 738 3362 20 | Waste Collection | H&SC PC | 91.05 |
| 30/06/2026 | 738 3362 20 | Gnds Mt June 2026 | H&SC PC | 68.37 |
| 30/06/2026 | 408970965 | Dog Waste Collection June 2026 | H&SC PC | 60.75 |
| 01/07/2026 | 738 3362 20 | Village Gateway Cleaning | H&SC PC | 110.33 |
| 02/07/2026 | 424183709 | Nursery Area Downlights | H&SC PC | 15.00 |
| 02/07/2026 | 210915108 | Waste Collection June 2026 | H&SC PC | 11.82 |
| 03/07/2026 | 602588543 | Reeds Lane Pitch Improvements | H&SC PC | 1,000.00 |
| 06/07/2026 | 686049501 | Broadband June 2026 | H&SC PC | 11.60 |
| 06/07/2026 | 927 3346 15 | Electricity June 2026 | H&SC PC | 121.19 |
| 06/07/2026 | 927 3346 15 | Electricity Trinity June 2026 | H&SC PC | 2.40 |
| 06/07/2026 | 927 3346 15 | Electricity Pitt June 2026 | H&SC PC | 3.50 |
| 13/07/2026 | 927 3346 15 | Electricity June 2026 | H&SC PC | 12.91 |
| 15/07/2026 | 876 3283 89 | Annual Play Area Inspections | H&SC PC | 46.80 |
| 17/07/2026 | 191 6955 26 | Parking Discs x500 | H&SC PC | 83.33 |
| 19/07/2026 | 182828284 | Reeds Lane Oak | H&SC PC | 650.00 |
| 20/07/2026 | 871433328 | Hurst Life August 2026 | H&SC PC | 64.00 |
| 21/07/2026 | 927 3346 15 | Electricity Chapel June 2026 | H&SC PC | 4.54 |
| 23/07/2026 | 251582019 | Six Monthly Fire Inspections | H&SC PC | 58.00 |
| 27/07/2026 | 209918933 | Waste Services 26/27 | H&SC PC | 112.06 |
| 29/07/2026 | 102 3549 12 | Tools | H&SC PC | 17.39 |
| 31/07/2026 | 738 3362 20 | Waste Bin Collections Aug 2026 | H&SC PC | 91.05 |
| 31/07/2026 | 738 3362 20 | Gnds Mt Contract July 2026 | H&SC PC | 68.37 |
| 31/07/2026 | 422348418 | Fridge Freezer | H&SC PC | 52.00 |
| 31/07/2026 | 542 9514 38 | Replacement Bin | H&SC PC | 22.00 |
| 31/07/2026 | 730 2213 90 | Grounds Mt June 2026 | H&SC PC | 229.12 |
| 31/07/2026 | 143268909 | MS Licences July 26 | H&SC PC | 44.88 |
| 01/08/2026 | 155840010 | Security Lock Ups July 2026 | H&SC PC | 21.00 |
| 03/08/2026 | 408970965 | Dog Waste Collection July 2026 | H&SC PC | 48.60 |
| 03/08/2026 | 779451089 | Carpet Cleaner Hire | H&SC PC | 9.60 |
| 04/08/2026 | 210915108 | Waste Collection July 2026 | H&SC PC | 15.42 |
| 05/08/2026 | 686049501 | Broadband July 2026 | H&SC PC | 11.60 |
| 05/08/2026 | 757 9964 51 | Dog Waste Bags x 12,000 | H&SC PC | 40.14 |
| 05/08/2026 | 259492755 | Replacement Cradle Swing S.Ave | H&SC PC | 67.95 |
| 06/08/2026 | 927 3346 15 | Electricity July 2026 | H&SC PC | 122.87 |

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|---|---|---|---|---|
| 06/08/2026 | 927 3346 15 | Electricity July 2026 | H&SC PC | 2.27 |
| 06/08/2026 | 927 3346 15 | Electricity Trinity Rd July 26 | H&SC PC | 2.48 |
| 06/08/2026 | 927 3346 15 | Electric Street Lights July 26 | H&SC PC | 13.73 |
| 10/08/2026 | 738 3362 20 | New Gates/Fence War Memorial | H&SC PC | 200.00 |
| 10/08/2026 | 871433328 | Hurst Life September 2026 | H&SC PC | 64.00 |
| 10/08/2026 | 832510264 | Reeds Lane Rug Rat Tower | H&SC PC | 387.18 |
| 11/08/2026 | 182828284 | Tree Work Reeds Lane Rec | H&SC PC | 35.00 |
| 12/08/2026 | 182828284 | Tree Works Cemetery | H&SC PC | 100.00 |
| 12/08/2026 | 183615259 | Office/Workshop Extinguisher | H&SC PC | 22.92 |
| 13/08/2026 | 182828284 | Tree Works S Ave Rec | H&SC PC | 40.00 |
| 13/08/2026 | 542 9514 38 | Replacement Bin | H&SC PC | 11.00 |
| 14/08/2026 | 738 3362 20 | Refill Orchard Bowser | H&SC PC | 14.00 |
| 14/08/2026 | 491816563 | Repair Basin Leak at C. Bushes | H&SC PC | 28.00 |
| 14/08/2026 | 995038580 | Trinity Road Drain Works | H&SC PC | 356.34 |
| 15/08/2026 | 396758230 | Sussex Roof Windows Ltd | H&SC PC | 1,300.00 |
| 20/08/2026 | 927 3346 15 | Electricity Pitt Ln July 26 | H&SC PC | 3.59 |
| 26/08/2026 | 838547782 | Refix Headstone | H&SC PC | 24.00 |
| 27/08/2026 | 738 3362 20 | Knee Rail in M Garden | H&SC PC | 337.40 |
| 28/08/2026 | 192281556 | Van Ommissions, MOT and Wipers | H&SC PC | 37.99 |
| 31/08/2026 | 738 3362 20 | Gnds Mt August 26 | H&SC PC | 68.37 |
| 31/08/2026 | 143268909 | MS Licences August 26 | H&SC PC | 44.88 |
| 31/08/2026 | 738 3362 20 | Waste Collection August 26 | H&SC PC | 91.05 |
| 31/08/2026 | 998 1807 57 | Planning Advice | H&SC PC | 595.80 |
| 01/09/2026 | 196827550 | Annual Sanitary Bin Collection | H&SC PC | 86.84 |
| 02/09/2026 | 210915108 | Bin Collections August 26 | H&SC PC | 11.82 |
| 02/09/2026 | 120431530 | External Audit 2025-26 | H&SC PC | 278.25 |
| 04/09/2026 | 794626484 | Office Chairs x 5 | H&SC PC | 270.00 |
| 06/09/2026 | 927 3346 15 | Electricity August 26 | H&SC PC | 114.08 |
| 06/09/2026 | 927 3346 15 | Electricity August 26 | H&SC PC | 2.34 |
| 06/09/2026 | 927 3346 15 | Electricity August 26 | H&SC PC | 2.46 |
| 06/09/2026 | 927 3346 15 | Electricity August 26 | H&SC PC | 3.55 |
| 06/09/2026 | 927 3346 15 | Electricity August 26 | H&SC PC | 15.47 |
| 07/09/2026 | 794626484 | Sellotape and Bin Bags | H&SC PC | 3.50 |
| 08/09/2026 | 686049501 | Broadband August 26 | H&SC PC | 11.60 |
| 11/09/2026 | 408970965 | Dog Waste Bin Collection Au 26 | H&SC PC | 48.60 |
| 15/09/2026 | 738 3362 20 | Post & Rail Fence MG | H&SC PC | 130.80 |
| 15/09/2026 | 738 3362 20 | Community Orchard Boundary Cut | H&SC PC | 63.00 |
| 15/09/2026 | 738 3362 20 | HM Cycle Path Cut | H&SC PC | 36.05 |
| 15/09/2026 | 738 3362 20 | MG Cut & Collect | H&SC PC | 12.00 |

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|---|---|---|---|---|
| 15/09/2026 | 738 3362 20 | Forect School Field Cut | H&SC PC | 79.20 |
| 15/09/2026 | 738 3362 20 | PRoW Cut 15 Acre/Walnut Tree | H&SC PC | 37.13 |
| 15/09/2026 | 738 3362 20 | HM Autumn Cut & Collect | H&SC PC | 1,315.52 |
| 15/09/2026 | 871433328 | Hurst Life October 2026 | H&SC PC | 64.00 |
| 21/09/2026 | 182828284 | S Avenue Cem Tree Works | H&SC PC | 110.00 |
| 22/09/2026 | 191 7400 66 | Logo for Cemetery Notice Board | H&SC PC | 6.00 |
| 22/09/2026 | 297007976 | CB CCTV Repairs | H&SC PC | 19.00 |
| 24/09/2026 | 182828284 | S Avenue Lime Pollarding | H&SC PC | 115.00 |
| 24/09/2026 | 191 6955 26 | 500 Parking Discs | H&SC PC | 83.33 |
| | | | **Total VAT Detail from Cashbook** | **10,306.85** |

I SARAH GROOM
(Full name in BLOCK LETTERS)

am claiming a refund of ten thousand, three hundred and six pounds and 85 pence **£ 10,306.85**
(Pounds in words pence in figures)

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 8/10/26
(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.