



Chief Financial Officer/Treasurer  
Billing Authorities in England

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17 JANUARY 2012

Dear Sir/Madam

**NON-DOMESTIC RATES PROVISIONAL CONTRIBUTIONS FOR 2012-13:  
DIRECTION AS TO TIMING UNDER PARAGRAPH 5(2) OF SCHEDULE 8 AND NOTICE OF  
INFORMATION REQUIREMENTS UNDER SECTION 139A OF THE LOCAL GOVERNMENT  
FINANCE ACT 1988**

I am writing to inform you about the National Non-Domestic Rates Provisional Contributions form for 2012-13. The following information has today been e-mailed to the relevant officer in your local authority:

An Excel workbook containing the NNDR1 form 2012-13 and the NNDR1  
Supplementary form 2012-13  
NNDR1 Guidance Notes 2012-13, including Annex B  
NNDR1 Validation Checks 2012-13  
NNDR1 Supplementary Form 2012-13 Guidance notes and validation checks

**NNDR1 Form**

Paragraph 5(2) of Schedule 8 to the Local Government Finance Act 1988 ("the 1988 Act") requires your authority to make a provisional calculation of the amount of your non-domestic rating contribution for 2012-13 to the non-domestic rate pool and to notify the amount to the Secretary of State. The Secretary of State hereby directs that the calculation and notification shall be made by **Friday 10 February 2012.**

The calculation is to be made in accordance with the Non-Domestic Rating Contributions (England) Regulations 1992 (SI 1992/3082), as amended.

You are also required, under section 139A of the 1988 Act (inserted by paragraph 68 of Schedule 5 to the Local Government and Housing Act 1989), to supply the Secretary of State with information concerning the way in which your provisional contribution has been calculated by completing the NNDR1 form that has today been e-mailed to the relevant officer in your local authority.

Local authorities are required to complete the form and e-mail it to [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk). **As we are required by our auditors to obtain a certified copy of the NNDR1, authorities should take a hard printed copy of the return and certify the information provided. All forms must be completed and returned to the Department for Communities and Local Government by Friday 10 February 2012.**

### **Validation Checks**

On receipt of your NNDR1 form, we are required by our auditors to carry out a number of checks to satisfy ourselves that the form has been completed correctly. Where the data vary significantly from that provided on your NNDR1 for 2011-12 (or NNDR2 where appropriate), we will seek an explanation of the difference. Data for new authorities has been created by summing together data for the authorities it has replaced. Further details can be found on the Data sheet in the NNDR1 form work book.

Details of the validation checks that are carried out can be found in the document *NNDR1 Validation Checks 2012-13*.

The NNDR1 form has a built-in validation sheet. Please ensure that, on completion of the NNDR1 form, you refer to this sheet and explanations are given in the space provided of any validation checks that have been highlighted.

### **Annex A of NNDR1**

In previous years, to assist in completing the return, *Annex A* to the notes for guidance was supplied showing the Department's estimates of the effects of the transitional arrangements for each authority based on information supplied by Her Majesty's Revenue and Customs. However as we no longer provide you with estimates, Annex A is not supplied.

### **NNDR1 Supplementary form**

The NNDR1 Supplementary form asks for an estimate of the breakdown of the number of hereditaments to be granted each individual mandatory and discretionary rate relief, and small business rate relief as at 31 December 2011, and also the amount of rate relief that is expected to be granted and offset against the contribution to the pool in 2012-13.

The supplementary form is part of an Excel workbook together with the main NNDR1 form that has been emailed to the relevant officer in your local authority, and is linked to the main NNDR1 form.

It is not necessary to return a separate certified copy of the supplementary form.

### **Returning Certified NNDR1 forms**

All certified returns are to be addressed for the attention of **Sheela Vyas, Zone 5/J6, Department for Communities and Local Government, Eland House, Bressenden Place, London, SW1E 5DU**.

Forms may be returned either:

- a) by post, marked 'urgent';

b) by fax - copies of certified forms must be faxed to 0303 444 3294.

Copies of the NNDR1 form and the guidance notes are also available on our website at the following address:

<http://www.communities.gov.uk/localgovernment/localregional/localgovernmentfinance/statistics/usefulinformation/formst timetable/otherforms/>

If you want to confirm that your form has been received by the Department, you should contact Sheela Vyas on 0303 444 2120.

Any queries on the contents of this letter and completion of the forms should be addressed to:

Sheela Vyas  
Zone 5/J6  
Department for Communities and Local Government  
Eland House  
Bressenden Place, London, SW1E 5DU  
Telephone 0303 444 2120  
E-mail [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

Any queries on the regulations referred to in the Guidance Notes should be addressed to

Edward Stanislas  
Zone 5/D2  
Department for Communities and Local Government  
Eland House  
Bressenden Place, London, SW1E 5DU  
Telephone 0303 444 1759  
E-mail [Edward.stanislas@communities.gsi.gov.uk](mailto:Edward.stanislas@communities.gsi.gov.uk)

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