Annex D



COVID-19 Additional Relief Fund (CARF): Local Authority Guidance

December 2021 Department for Levelling Up, Housing and Communities

Annex D



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About this guidance

- 1. This guidance is intended to support local authorities in administering the COVID-19 Additional Relief Fund (CARF). This guidance applies to England only.
- 2. This guidance sets out the scope of CARF and the criteria which local authorities should have regard to when determining awards from the fund. The guidance does not replace existing legislation.
- 3. Enquiries on this measure should be addressed to: ndr@communities.gov.uk

Introduction

- 4. COVID-19 has presented a significant and unprecedented challenge for businesses. Since the start of the pandemic the Government's response to support businesses has been of a similarly unprecedented scale. The Government has provided over £400 billion of direct support to the economy during this financial year and last, which has helped to safeguard jobs, businesses and public services in every region and nation of the UK through the pandemic. The Government's support has included making £16 billion available to provide business rates relief for retail, hospitality and leisure properties, given the direct impact of COVID-19 and the Government's interventions on businesses in these sectors.
- 5. On 25 March the Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The fund will be available to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates.
- 6. The £1.5 billion will be allocated to local authorities based upon the estimated rateable value in each local authority rating list which falls within the scope of the fund, weighted for the Gross Value Added (GVA) impacts of COVID-19 per sector. An explanation of the allocation methodology, categories and definitions is at Annex A to F. Individual local authority allocations are published alongside this guidance.
- 7. This document provides guidance to authorities about the operation and delivery of the policy.

The COVID-19 Additional Relief Fund (CARF)

How will the relief be provided?

- 8. The Government is not changing the legislation relating to the business rates reliefs available to properties. Instead, the Government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities where relief is granted using discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual billing authorities to adopt a local scheme and determine in each individual case whether, having regard to this guidance and their own local scheme, to grant relief under section 47. The relief is available to reduce chargeable amounts in respect of 2021/22.
- 9. Central government will fully reimburse local authorities for discretionary relief awards which comply with this guidance up to the maximum level of the allocations. Because billing authorities have completed their NNDR1s for 2021/22 already, payments to major precepting authorities will be unaffected by the award of the relief. Therefore, within the year billing authorities only will be provided with "on account" section 31 payments covering the full amount of relief awarded to ensure that their cashflow is not affected.
- 10. After the end of the year, billing authorities will also be asked to provide outturn data on the actual total cost of providing the relief via the NNDR3 forms for 2021/22. The loss of income resulting from the relief for each billing authority and major precepting authority will be reconciled against the on-account payments made over the course of the year and any difference will be paid or recovered.
- 11. The Department for Levelling Up, Housing and Communities will undertake a regular DELTA collection exercise. This will be used to monitor implementation progress. Authorities should therefore ensure they put in place arrangements to support this data collection process. Billing authorities should ensure that they are able to monitor and report the take-up of the scheme at Parliamentary constituency level and local authority level, and by the Special Category code of the hereditaments.

Which properties will benefit from relief?

- 12. Billing authorities will be responsible for designing the discretionary relief schemes that are to operate in their areas. However, in developing and implementing their schemes local authorities must, if they are funding the relief from the section 31 grant:
 - a. not award relief to ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS),
 - b. not award relief to a hereditament for a period when it is unoccupied (other than hereditaments which have become closed temporarily due to the government's advice on COVID-19, which should be treated as occupied for the purposes of this relief), and
 - c. direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.
- 13. In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, certain precepting authorities (e.g. a parish or county council) or a functional body, within the meaning of the Greater London Authority Act 1999.

How much relief will be available?

- 14. It will be for local authorities to determine the level of relief for individual hereditaments.
- 15. The relief should be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, excluding those where billing authorities have provided relief using their wider discretionary relief powers introduced by the Localism Act 2011 which are not funded by section 31 grants. As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the Localism Act should be applied first in the sequence of discretionary reliefs and, therefore, before any relief provided under the COVID-19 Additional Relief Fund (CARF). Billing authorities may wish to use their discretionary powers to offer further discounts outside this scheme. However, where an authority applies a locally funded relief, this must be applied after CARF.

Recalculation of relief

- 16. Depending upon how local authorities choose to award CARF, the amount of relief awarded may need to be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.
- 17. Under regulations made under section 47 of the Local Government Finance Act 1988 authorities must give at least 12 months' notice of a revocation or variation of a rate relief scheme the effect of which would be to increase rate bills (other than to comply with any international agreement). Such a revocation or variation can only take effect at the end of a financial year but, within these regulations, local authorities may still make decisions which are conditional upon eligibility criteria. If a change in circumstances renders a property ineligible or reduces the value of the award, the relevant bill can be amended in the year to reflect the loss of the relief.
- 18. Therefore, when making an award for CARF, local authorities should ensure in the conditions of the award that the relief are subject to the property's continuing eligibility.

Subsidy Control

Trade and Co-operation Agreement

19. Providing discretionary relief to ratepayers is likely to amount to a subsidy. Any relief provided by Local Authorities under the CARF Scheme will need to comply with the UK's domestic and international subsidy control obligations (see the <u>BEIS guidance for public authorities</u> which explains the subsidies chapter of the UK-EU Trade and Cooperation Agreement (TCA), World Trade Organisation rules on subsidies, and other international subsidy control commitments).

Small Amounts of Financial Assistance Allowance

20. To the extent that a Local Authority is seeking to provide relief that falls within the Small Amounts of Financial Assistance Allowance, Article 364 of the TCA allows an economic actor (e.g. a holding company and its subsidiaries) to receive up to 325,000 Special Drawing Rights (£343,000 as at 9 December 2021) in a three-year period (consisting of the current financial year and the two previous financial years). To administer a subsidy under the Small Amounts of Financial Assistance Allowance it is necessary for the Local Authority to establish that the award of subsidy will not result in the economic actor having received more than £343,000 of subsidy under the Small Amounts of Financial Assistance Allowance.

The COVID-19 Additional Relief Fund Allowance

- 21. Where the Small Amounts of Financial Assistance Allowance has been reached, additional relief may be awarded in compliance with the principles set out in Article 366 of the TCA and in compliance with Article 364.3 of the TCA. For the purposes of this scheme, the COVID-19 Additional Relief Fund Allowance, permits an economic actor to receive additional relief of up to a further £1,900,000 for COVID-19 related losses.
- 22. This may be combined with the Small Amounts of Financial Assistance Allowance to permit an economic actor to receive up to £2,243,000 from the CARF Scheme (or less if they have already used some of their Small Amounts of Financial Assistance limit or claimed other COVID-19 related subsidies). It should be noted that Extended Retail Discount granted in either 2020/21 or 2021/22 does <u>not</u> count towards these allowances, but BEIS business grants (throughout the 3 years) and any other subsidies claimed under the Small Amounts of Financial Assistance limit (such as the Retail Relief in 2019/20), or under the EU State aid de minimis limit, in the last three years, should be counted.
- COVID-19 Additional Relief Fund Further Allowance
 - 23. If an economic actor has reached the £2,243,000 limit set out above, then it may still be able to receive up to a further £10 million as a COVID-19 Additional Relief Fund Further Allowance under the CARF Scheme, if it satisfies the following conditions:
 - a. the relief relates to uncovered fixed costs (i.e. costs not covered by profits or insurance etc) during the period of COVID-19 (commencing 1 March 2020). An economic actor may benefit from relief up to 70% of their uncovered costs (although this 90% limit does not apply to small businesses with fewer than 50 employees and less than £9 million turnover), and
 - b. the enterprise has shown a decline in turnover during the eligible period of at least 30% compared to the same period in 2019.
 - 24. Therefore, local authorities will wish to ask ratepayers, on a self-assessment basis, to inform the authority if they are in breach of the above allowances. Where authorities are delivering CARF via applications then this declaration can be requested as part of the application process sample paragraphs for which are below. As part of awarding the relief, local authorities should ask businesses to keep necessary documentation to evidence this.

Transparency

- 25. Local Authorities must also ensure the transparency obligations under Article 369 of the TCA are complied with. The transparency database can be found at https://manageuksubsidies.beis.gov.uk/
- 26. If the relief is awarded under the Small Amounts of Financial Assistance Allowance, LAs must ask the recipient whether, when cumulated with any de minimis EU State Aid or Small Amounts of Financial Assistance under the TCA that the business has received in the last three years, the relief will mean that the recipient has received more than 325,000 Special Drawing Rights (approximately £343,000 as at 9 December). If it has, then the relief must be declared on the BEIS transparency database within six months of it being awarded.
- 27. If the relief is awarded under the COVID-19 Additional Relief Fund Allowance, Local Authorities must ask the recipient whether, when cumulated with any other support received under the allowances, the recipient has received more than £500,000. If it has, then the relief must be declared on the BEIS transparency database within six months of it being made. Awards made under the COVID-19 Additional Relief Fund Further Allowance, which by their nature will be in excess of £500,000, must also be declared on the BEIS transparency database within six months of it being made.
- 28. For access to and any further questions on the database, please contact the BEIS subsidy control team at subsidycontrol@beis.gov.uk.
- 29. Where Local Authorities have further questions about subsidy control or any of the above allowance and obligations, they should seek advice from their legal department in the first instance.

Sample paragraph to include in CARF applications.

The CARF scheme is subject to the subsidies chapter within the UK-EU Trade and Cooperation Agreement (TCA). However, for CARF there is an exemption for subsidies under the value of approximately £2,243,000 per economic actor (broadly speaking, for example, a holding company and its subsidiaries). This allowance comprises 325,000 Special Drawing Rights (at current exchange rates about £343,000) for Small Amounts of Financial Assistance and a further £1,900,000 for COVID-19 related subsidy.

Therefore, to be awarded CARF you must not have claimed over the period 2019/20 to 2021/22 more than £2,243,000 from schemes which fell within the Small Amounts of Financial Assistance or COVID-19 related allowances. COVID-19 business grants you have received from local government and the

2019/20 Retail Relief should count towards this limit, but you should not count any Extended Retail Discount you have received since 1 April 2020. Further details of subsidy control can be found at:

https://www.gov.uk/government/publications/covid-19-additional-relief-fundcarf-local-authority-guidance

In your application for CARF you must indicate:

if you have <u>not</u> to date received any subsidy which fell within the Small Amounts of Financial Assistance or COVID-19 related allowances, confirm this in your application, or

if you <u>have</u> received other such subsidies, then you should provide the name and total value of those subsidies.

You must not apply for CARF using this form if you have already exceeded the £2,243,000 allowance. However, we will still consider applications for support under the CARF scheme if you have reached this limit provided you can evidence that you:

Intend to use the support to fund uncovered fixed costs (costs not covered by profits for insurance etc) during the period of COVID-19. Economic actors may claim for up to 90% of their uncovered costs (although this 70% limit does not apply to small businesses with less than 50 employees and less than £9 million turnover), and

have shown a decline in turnover of at least 30% within the April 2020 to March 2021 period, compared to the same 2019 to 2020 period.

You may claim up to a further $\pounds 10$ million of additional allowance (on top of the $\pounds 2,243,000$) if you meet the above tests and you have not claimed any other support from the additional allowance up to an aggregate $\pounds 10$ million limit (such as from the COVID-19 business grants).

The Government and [*name of local authority*] will not tolerate any business falsifying their records or providing false evidence to gain this discount, including claiming support above these thresholds. A ratepayer who falsely applies for any relief, or provides false information or makes false representation in order to gain relief may be guilty of fraud under the Fraud Act 2006.

New Burdens

30. The Government recognises that the implementation of this policy will place an additional burden on local authorities. In accordance with the New Burdens doctrine the Government will conduct an assessment of the expected reasonable additional costs associated with the implementation of the policy, working closely with local government in doing so.

Annexes A-F: CARF Allocation methodology, categories and definitions

Annex A: COVID-19 Additional Relief Fund Allocation methodology

Introduction

1. This document sets out the methodology used to calculate each English local authority's allocation of the £1.5bn COVID-19 Additional Relief Fund. Allocations will be paid to the authorities responsible for billing business ratepayers, known as billing authorities, which includes Shire Districts, Unitary Authorities, Metropolitan Districts and London Boroughs.

Proxy for impact of COVID-19

2. The allocation methodology uses the change in Gross Value Added (GVA) as a proxy for the economic impacts of COVID-19 on each business sector. The GVA data used is available here:

https://www.ons.gov.uk/economy/grossdomesticproductgdp/datasets/monthlygr ossdomesticproductbygrossvalueadded

- 3. The calculation uses the change in GVA compared to Feb-20 for the period April 2020 to March 2021. This data is split by business sector according to the first level Standard Industrial Classification (SIC), apart from in two cases:
 - a. Category H (Transport and Storage) has been split into two separate categories, given the large variance in Covid-19 impact between the transport and storage sectors. Details of this split are provided in Annex B.
 - b. Category X is used where a property type doesn't fit into a specific business sector (e.g. Offices) but the most common uses are likely fall into SIC categories J, K, L, M or N.
- 4. The allocation method uses the average of the twelve datapoints. Each month compared to Feb-20 is weighted equally. This data is for the United Kingdom.

SIC Code	Definition	Average GVA Reduction
А	Agriculture, Forestry and Fishing	-13%
В	Mining and Quarrying	-8%

С	Manufacturing	-9%
D	Energy	-1%
E	Water and Waste Management	0%
F	Construction	-14%
G	Wholesale and Retail	-8%
1	Hospitality	-55%
J	Information and Communication	-6%
K	Financial Services	-2%
L	Real Estate Activities	-2%
Μ	Professional Services	-7%
Ν	Administrative Services	-21%
0	Public administration	1%
Ρ	Education	-20%
Q	Health	-10%
R	Arts, Entertainment and Recreation	-34%
S	Other Services	-32%
	J-N: Information, Communication, Financial	
Х	Intermediation, Real Estate and Business Services	-6%
Υ	Transport	-32%
Z	Storage and Distribution	-1%

 Table 1: Average GVA reduction by SIC category

Property stock and COVID-19 impact

- 5. For each local authority's allocation, we use information on the property stock in that area. We use the Valuation Office Agency (VOA) Ratings List as at October 2021.
- 6. The VOA data contains information about the rateable value (RV), location and type of property for all properties liable for business rates. The type of property is determined by its Special Category Code, or SCat code.
- 7. To account for the differing severity of Covid-19 impacts on sectors, we weight the RV of each hereditament by GVA impact. In order to do this, we have worked with the VOA to develop a mapping from SCat codes to SIC codes. This is shown in Annex C.

Calculation of allocation

8. An authority's allocation is calculated by summing RV in each SIC category and weighting it by GVA change. We then sum across each sector to get an authority's total GVA-weighted RV. Each authority's share of the total GVA-weighted RV in England is applied to the £1.5bn funds available to calculate their allocation. This can alternatively be represented as:

(1)
$$RV_{i,j}^w = GVA_i * RV_{i,j}$$
Calculate GVA-weighted RV change for sector
 i and authority j .(2) $RV_j^w = \sum_{i=1}^n RV_{i,j}^w$ Calculate sum of GVA-weighted RV for all
sectors $i = 1$ to n , where n is the number of
sectors.

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$$(3) \quad RV_{Eng}^w = \sum_{j=1}^m RV_j^w$$

(4)

Calculate sum of GVA-weighted RV for all authorities j = 1 to m, where m is the number of authorities.

Calculate authority *j*'s share of the total GVAweighted RV and multiply by the total funds available.

- 9. Where sectors have seen a positive change to their GVA over the relevant period, the sector RV has been given a zero weighting, as opposed to a negative weighting, in order to avoid a detrimental impact on properties within other sectors within that authority. This applies to SIC code O (Public Administration).
- 10. In accordance with the guidance that local authorities should not award relief to properties that have already been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS), the following property types have been given a zero weighting in the allocation: retail, hospitality, leisure, nurseries, and airports. For the purposes of this allocation, retail, hospitality, leisure and nursery properties are defined in Annex D, and airports are defined in Annex E.
- 11. In order to ensure consistency with the Central Ratings List and the fact that these industries have been relatively insulated from the adverse impacts of COVID-19, the following sectors have been deemed out of scope of the relief and given a zero weighting: networks supplying utilities and associated properties. These are defined at Annex F.
- 12. Allocations are rounded to the nearest pound.

 $Allocation_{j} = \frac{RV_{j}^{W}}{RV_{Eng}^{W}} * 1,500,000,000$

Annex B: Split of the Transport and Storage SIC1 Category

Category	SIC2 Components	Description
Transport	49.1-2	Rail transport
	49.3-5	Land transport
	50	Water transport
	51	Air transport
Storage and Distribution	52	Warehousing/transport support activities
	53	Postal and Courier Activities

This split, and subsequent GVA weighting, uses data from: https://www.ons.gov.uk/economy/economicoutputandproductivity/output/datasets/ind exofservices

Annex C: Mapping of SIC to Special Category Code

SCat code	Special category description	SIC cod	SIC definition
0040		e	
	RETAIL SECTOR		
	Retail - Financial & Professional Services Sub- sector		
021	Banks/Insurance/Building Society Offices and Other A2 Uses	K	Financial Services
	Retail - Shops Sub-sector		
008	Airport Let Outs	G	Wholesale and Retail
024	Betting Offices	X	J-N: Information, Communication, Financial Intermediation, Real Estate and Business Services
086	Departmental and Walk Round Stores (Large)	G	Wholesale and Retail
097	Factory Shops	G	Wholesale and Retail
098	Farm Shops	G	Wholesale and Retail
106	Convenience Stores	G	Wholesale and Retail
139	Hypermarkets/Superstores (over 2500m ²)	G	Wholesale and Retail
152	Large Food Stores (750 - 2500m²)	G	Wholesale and Retail
154	Large Shops (750 - 1850m²)	G	Wholesale and Retail
155	Large Shops (Over 1850m ²)	G	Wholesale and Retail
210	Pharmacies	G	Wholesale and Retail
235	Retail Warehouses and Foodstores	G	Wholesale and Retail
243	Sales Kiosks	G	Wholesale and Retail
249	Shops	G	Wholesale and Retail
251	Showrooms	G	Wholesale and Retail
417	Hairdressing/Beauty Salons	S	Other Services
425	Pharmacies Within/Adjacent to Surgery/Health Centre	Q	Health
429	Post Offices	G	Wholesale and Retail
442	Takeaway Food Outlet (Predominantly Off Premises)		Hospitality
504	Kiosks Within/Part of Specialist Property	G	Wholesale and Retail
507	Salons/Clinics Within/Part of Specialist Property	S	Other Services

508	Shops Within/Part of Specialist Property	G	Wholesale and Retail
710	Residual Malls	G	Wholesale and Retail
738	Builders Merchant	G	Wholesale and Retail
		R	Arts, Entertainment and
011	Amusement Arcades		Recreation
165	Markets (Other Than Livestock)	G	Wholesale and Retail
	OTHER SECTOR		
	Assembly And Leisure Sub- sector		
	Agricultural Showgrounds	R	Arts, Entertainment and
004	(National Scheme)		Recreation
		R	Arts, Entertainment and
012	Amusement Parks	_	Recreation
014	A	R	Arts, Entertainment and
014	Arenas	1	Recreation
022	Beach Huts	I R	Hospitality Arts, Entertainment and
025	Bingo Halls (National Scheme)	R	Recreation
023		R	Arts, Entertainment and
026	Bird Sanctuaries		Recreation
020		R	Arts, Entertainment and
028	Bowling Alleys		Recreation
		R	Arts, Entertainment and
029	Bowling Centres (Indoor)		Recreation
		R	Arts, Entertainment and
030	Bowling Greens (Outdoor)		Recreation
	Caravan Parks (Leisure)	1	Hospitality
047	(National Scheme)		
	Caravan Sites and Pitches	I	Hospitality
048	(National Scheme)		
		R	Arts, Entertainment and
049	Casinos and Gambling Clubs		Recreation
054	Chalet Parks (National Scheme)		Hospitality
0.50		R	Arts, Entertainment and
056	Cinemas (National Scheme)		Recreation
000	Clubbarras	R	Arts, Entertainment and
060	Clubhouses		Recreation
061	Clubs and Institutions	R	Arts, Entertainment and Recreation
061	Clubs and Institutions	R	
070	Concert Halls (National Scheme)		Arts, Entertainment and Recreation
010	Conference and Exhibition	R	Arts, Entertainment and
074	Centres		Recreation
	Conference Centres in Country	N	Administrative Services
075	Houses		
5.5		R	Arts, Entertainment and
081	Cricket Centres		Recreation

1		R	Arts, Entertainment and
082	Cricket Grounds (County)		Recreation
	Cricket Grounds/Pitches (Non-	R	Arts, Entertainment and
083	County)		Recreation
		R	Arts, Entertainment and
084	Dance Schools and Centres		Recreation
091	Drive-In Restaurants	1	Hospitality
092	Drive-Thru Restaurants	1	Hospitality
104	Food Courts	1	Hospitality
		R	Arts, Entertainment and
107	Football Grounds		Recreation
		R	Arts, Entertainment and
108	Football Pitches		Recreation
		R	Arts, Entertainment and
109	Football Stadia		Recreation
		R	Arts, Entertainment and
116	Go Kart Rinks		Recreation
		R	Arts, Entertainment and
117	Golf Courses		Recreation
		R	Arts, Entertainment and
118	Golf Driving Ranges		Recreation
		R	Arts, Entertainment and
121	Greyhound Racetracks		Recreation
		R	Arts, Entertainment and
125	Health Farms		Recreation
		R	Arts, Entertainment and
128	Heritage Railways		Recreation
		R	Arts, Entertainment and
132	Horse Racecourses		Recreation
		R	Arts, Entertainment and
140	Ice Rinks		Recreation
	Lakes With Water Sport	R	Arts, Entertainment and
145	Facilities		Recreation
		R	Arts, Entertainment and
164	Marinas (National Scheme)	+	Recreation
400		R	Arts, Entertainment and
188	Model Villages		Recreation
404	Matan Dagatna ali-	R	Arts, Entertainment and
191	Motor Racetracks		Recreation
105	Museums and Art Galleries	R	Arts, Entertainment and
195	(Contractors)		Recreation
100	Museums and Art Galleries	R	Arts, Entertainment and
196	(Non-Contractors)	R	Recreation
100	Night Clubs and Disasthagues	R	Arts, Entertainment and Recreation
199	Night Clubs and Discotheques	R	Arts, Entertainment and
208	Pavilions		Recreation
200		R	Arts, Entertainment and
213	Pleasure Piers		Recreation
213			

1	Point to Point and Eventing	R	Arts, Entertainment and
214	Courses		Recreation
		R	Arts, Entertainment and
216	Polo Grounds		Recreation
		R	Arts, Entertainment and
225	Public Halls		Recreation
	Public Houses/Pub Restaurants	1	Hospitality
226	(National Scheme)	-	
	Public Houses/Pub Restaurants	1	Hospitality
227	(Inc. Lodge) (National Scheme)		
	Racing Stables (National	R	Arts, Entertainment and
229	Scheme)		Recreation
234	Restaurants	1	Hospitality
204	Riding Schools and Livery	R	Arts, Entertainment and
236	Stables (National Scheme)	Γ	Recreation
230		R	
227	Difle and Weenene Denges	R	Arts, Entertainment and Recreation
237	Rifle and Weapons Ranges		
000	Roadside Restaurants (National	I	Hospitality
238	Scheme)	<u> </u>	
000		R	Arts, Entertainment and
239	Roller Skating Rinks	_	Recreation
		R	Arts, Entertainment and
240	Royal Palaces		Recreation
		R	Arts, Entertainment and
241	Rugby League Grounds		Recreation
		R	Arts, Entertainment and
242	Rugby Union Grounds		Recreation
		R	Arts, Entertainment and
252	Ski Centres		Recreation
		R	Arts, Entertainment and
253	Snooker Halls/Clubs		Recreation
		R	Arts, Entertainment and
254	Speedway Racetracks		Recreation
		R	Arts, Entertainment and
256	Sporting Rights		Recreation
	Sports and Leisure Centres (LA)	R	Arts, Entertainment and
257	(Dry Only) (National Scheme)		Recreation
	Sports and Leisure Centres (LA)	R	Arts, Entertainment and
	(Wet and Dry) (National		Recreation
258	Scheme)		
	Sports and Leisure Centres	R	Arts, Entertainment and
259	(Private)(Dry Only)		Recreation
	Sports and Leisure Centres	R	Arts, Entertainment and
260	(Private)(Wet and Dry)		Recreation
		R	Arts, Entertainment and
261	Sports Grounds		Recreation
		R	Arts, Entertainment and
262	Sports Stadia	• •	Recreation
202		I	

1		R	Arts, Entertainment and
263	Squash Courts		Recreation
200		R	Arts, Entertainment and
264	Stables and Loose Boxes		Recreation
	Stately Homes and Historic	R	Arts, Entertainment and
265	Houses (National Scheme)		Recreation
200	Swimming Pools (Local	R	Arts, Entertainment and
272	Authority)		Recreation
		R	Arts, Entertainment and
273	Swimming Pools (Private)		Recreation
	.	R	Arts, Entertainment and
277	Tennis Centres		Recreation
		R	Arts, Entertainment and
278	Tennis Courts/Clubs		Recreation
		R	Arts, Entertainment and
279	Theatres (National Scheme)		Recreation
	, , , , , , , , , , , , , , , , , , ,	R	Arts, Entertainment and
280	Theme Parks		Recreation
	Totalisators On Horse	R	Arts, Entertainment and
283	Racecourses		Recreation
		R	Arts, Entertainment and
284	Tourist Attractions		Recreation
	Village Halls Scout Huts Cadet	R	Arts, Entertainment and
293	Huts etc		Recreation
	War Games Courses/Misc Ag.	R	Arts, Entertainment and
296	Use		Recreation
303	Bars (valued on floorspace)	Ι	Hospitality
		R	Arts, Entertainment and
304	Zoos and Safari Parks		Recreation
		R	Arts, Entertainment and
403	Aquaria		Recreation
		R	Arts, Entertainment and
405	Boathouses		Recreation
409	Cafes		Hospitality
		R	Arts, Entertainment and
410	Changing Rooms		Recreation
		R	Arts, Entertainment and
416	Gymnasia/Fitness Suites		Recreation
		R	Arts, Entertainment and
421	Miniature Railways		Recreation
_		R	Arts, Entertainment and
426	Pitch and Putt/Putting Greens	+	Recreation
	Religious Retreats/Study	R	Arts, Entertainment and
431	Centres (Residential)	╡.──	Recreation
500	Cafes/Restaurants Within/Part		Hospitality
500	of Specialist Property	+	
	Gymnasia/Fitness Suites	R	Arts, Entertainment and
500	Within/Part of Specialist		Recreation
503	Property		

	Sports and Leisure Centres	R	Arts, Entertainment and
	Within/Part of Specialist		Recreation
509	Property		
		R	Arts, Entertainment and
715	Football Training Grounds		Recreation
		R	Arts, Entertainment and
739	Soccer Centres		Recreation
		R	Arts, Entertainment and
993	Leisure Miscellaneous		Recreation
	Education Sub-sector		
	Colleges of Further Education	Р	Education
065	(National Scheme)		
085	Day Nurseries/Play Schools	Р	Education
	Local Authority Schools	Р	Education
159	(National Scheme)		
206	Oxbridge Colleges	Р	Education
	Public and Independent Schools	Р	Education
223	(National Scheme)		
	Universities (Excluding	Р	Education
288	Oxbridge) (National Scheme)		
	University Occupation Within	Р	Education
440	Hospitals	_	
	Nurseries/Creches Within/Part	Р	Education
505	of Specialist Property		
995	Educational Miscellaneous	Р	Education
	Health Sub-sector		
101	Hospitals and Clinics NHS	Q	Health
134	(National Scheme)		
405	Hospitals and Clinics (Private)	Q	Health
135	(National Scheme)	0	
400	Surgeries Clinics Health	Q	Health
436	Centres (Contractors Valuation)	0	
407	Surgeries Clinics Health	Q	Health
437	Centres (Rental Valuation)		
	Hotels, Guest & Boarding,		
062	Self Catering etc Sub-sector		Hoopitality
	Coaching Inns		Hospitality
077	Country House Hotels		Hospitality
000	Field Study Activity and Adventure Centres	R	Arts, Entertainment and Recreation
099			
122	Guest and Boarding Houses		Hospitality
130	Holiday Centres		Hospitality
131	Holiday Homes (Self Catering)		Hospitality
136	Hostels		Hospitality
137	Hotels (3 Star and Under)		Hospitality
	Hotels (4 Star and Above) and	I	Hospitality
100	Chain Op. 3 Star (National		
138	Scheme)		Hoopitality
160	Lodges (National Scheme)		Hospitality

201	Timeshare Complexes (National	I	Hospitality
281 722	Scheme) Serviced Apartments	1	Hospitality
122	Non Residential Institutions	1	Tiospitality
	Sub-sector		
067	Community Day Centres	Q	Health
156	Libraries	Õ	Public administration
	Other - Offices Sub-sector		
	Civic and Public Buildings	0	Public administration
057	(Local Authority Occupations)		
411	Coastguard Stations	0	Public administration
415	Courts (Rental Valuation)	0	Public administration
414	Courts (Contractors Valuation)	0	Public administration
215	Police Stations	0	Public administration
418	Information/Visitor Centres	Ν	Administrative Services
		Х	J-N: Information,
			Communication, Financial
	Offices Within/Part of Specialist		Intermediation, Real Estate and
506	Property		Business Services
	Other - Other Sub-sector	X	
001	AA/RAC Service Centres and Boxes	Y	Transport
003	Advertising Right	J	Information and Communication
010	Ambulance Stations	0	Public administration
013	Animal Boarding	1	Hospitality
015	Army Hereditaments	0	Public administration
039	Car Parks (NCP and Multi- Storey)	Y	Transport
040	Car Parks (Surfaced Open)	Y	Transport
041	Car Parks (Unsurfaced Open)	Y	Transport
043	Car Spaces	Y	Transport
053	Cemeteries (National Scheme)	S	Other Services
058	Civic Amenity Sites	Е	Water and Waste Management
	Contractors Huts and	F	Construction
076	Compounds		
	Crematoria (With and Without	S	Other Services
080	Cemeteries) (National Scheme)		
100	Film and TV Studios	J	Information and Communication
101	Fire Stations	0	Public administration
102	Fish Farms	A	Agriculture, Forestry and Fishing
111	Funeral Parlours/Chapels Of Rest	S	Other Services
		R	Arts, Entertainment and
112	Game Farms		Recreation
123	Gypsy Camp Sites (Short Stay)	1	Hospitality
124	Hatcheries/Poultry Farms	А	Agriculture, Forestry and Fishing
141	Interactive Telephone Kiosks	J	Information and Communication

1		X	J-N: Information,
		^	Communication, Financial
			Intermediation, Real Estate and
143	Kennels and Catteries		Business Services
144	Laboratories	М	Professional Services
	Land Used For Advertising	J	Information and Communication
-	Land Used For Car Boot Sales	G	Wholesale and Retail
150	Landfill Sites	Ē	Water and Waste Management
	Moorings (Floating	1	Hospitality
189	Hereditaments)		
190	Mortuaries	0	Public administration
197	Navy Hereditaments	0	Public administration
202	Observatories	М	Professional Services
	Public Conveniences (National	0	Public administration
224	Scheme)		
	Public Telephone Kiosks	J	Information and Communication
228	(National Scheme)		
230	RAF Hereditaments	0	Public administration
232	Recording Studios	J	Information and Communication
		Х	J-N: Information,
			Communication, Financial
			Intermediation, Real Estate and
269	Stud Farms		Business Services
		R	Arts, Entertainment and
270	Studios		Recreation
005	Training Centre (Non	Q	Health
285	Residential)		Drafa a sian al O ancia a
292	Veterinary Clinics / Animal Clinics	М	Professional Services
292		С	Manufacturing
294	Waste Recycling Plants	E	Water and Waste Management
302	Windmills	C	Manufacturing
420	Lifeboat Stations	0	Public administration
420	Pet Grooming Parlours	M	Professional Services
424	Police Training Colleges	P	Education
438	Telescope Sites	0	Public administration
430	University - Ancillary Land or	P	Education
439	Buildings	1	Education
-00	Car Parking Within/Part of	Y	Transport
501	Specialist Property	•	Tallopolt
001		Х	J-N: Information,
			Communication, Financial
	Miscellaneous Within/Part of		Intermediation, Real Estate and
513	Specialist Property		Business Services
725	Park and Ride Car Parks	Y	Transport
		Х	J-N: Information,
			Communication, Financial
			Intermediation, Real Estate and
992	Commercial Miscellaneous		Business Services

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157and Oil) (National Scheme)O404ArchivesOCold Stores (ContractorsZZStorage and Distribution		Liquid Bulk Storage (Incl Petrol	Ζ	Storage and Distribution
404 Archives O Public administration Cold Stores (Contractors Z Storage and Distribution	157			-
	404		0	Public administration
· · · · · · · · · · · · · · · · · · ·		Cold Stores (Contractors	Ζ	Storage and Distribution
	412			-

413	Cold Stores (Rental Valuation)	Z	Storage and Distribution
	Transport Sub-sector		
	Air Ports (Minor) (National	Y	Transport
005	Scheme)		
006	Air Strips (National Scheme)	Y	Transport
036	Bus Stations	Y	Transport
059	Civil Airports	Y	Transport
	Docks and Harbours (Non-	Y	Transport
089	Statutory)		
126	Heliports	Y	Transport
161	Lorry Parks	Y	Transport
	Railways and Tramways (Non	Y	Transport
231	Leisure)		
	Tolls (Ferries Roads and	Y	Transport
282	Bridges)		
287	Truck Stops	G	Wholesale and Retail
712	Rail Freight Depots	Υ	Transport
714	Rail Maintenance Depots	Υ	Transport
737	Ferry Terminal	Y	Transport
	Utilities Sub-sector		
	Communication Stations	J	Information and Communication
066	(National Scheme)		
	District Heating Undertakings	D	Energy
088	and Networks		
090	Domestic Fuel Installations	0	Public administration
	Electricity Undertakings (Non-	D	Energy
094	Statutory)		
115	Gas Processing Plants	D	Energy
149	Landfill Gas Generator Sites	D	Energy
219	Power Generators	D	Energy
	Sewage Works (National	Е	Water and Waste Management
246	Scheme)		
	Telecommunications Cable	J	Information and Communication
275	Networks (National Scheme)		
276	Telecommunications Switching	J	Information and Communication
270	Centres		
	Water Undertakings (Non-	E	Water and Waste Management
300	Statutory)		
	Telecommunications Large	J	Information and Communication
726	Broadcast Sites		
	Renewable Generators – Mixed	D	Energy
729	Technologies		
733	Battery Storage	D	Energy
741	Independent Gas Transporter	D	Energy
	Independent Distribution	D	Energy
742	Network Operator		
	Renewable Power Generator -	D	Energy
743	Photovoltaic		

744	Renewable Power Generator - Wind	D	Energy
745			Energy
746	Renewable Power Generator - Hydro	D	Energy
747	Fossil Fuel Power Station	D	Energy
748	Nuclear Power Station	D	Energy
	OFFICE SECTOR		
	Offices Sub-sector		
		Х	J-N: Information,
			Communication, Financial
			Intermediation, Real Estate and
203	Offices (Inc Computer Centres)		Business Services
		Х	J-N: Information,
			Communication, Financial
	Offices		Intermediation, Real Estate and
204	(Headquarters/Institutional)		Business Services
	INDUSTRY SECTOR		
	General Industrial Sub-sector		
105	Food Processing Centres	С	Manufacturing
110	Foundries	С	Manufacturing
289	Vehicle Repair Workshops and Garages	G	Wholesale and Retail
		Х	J-N: Information,
			Communication, Financial
			Intermediation, Real Estate and
408	Business Units		Business Services
- 10	Workshops Within/Part of	С	Manufacturing
512	Specialist Property		
	Factories Workshops and	С	Manufacturing
000	Warehouses (Incl Bakeries and		
096	Dairies)	0	
153	Large Industrials (Over 20	С	Manufacturing
192	000m ²) Motor Vehicle Works	С	Manufacturing
192		C	Ŭ.
198	Newspaper Printing Works (National Scheme)		Manufacturing
207	Paper Mills	С	Manufacturing
201	Industry - Storage &		
	Distribution Sub-sector		
	Bullion/Money Stores (National	Z	Storage and Distribution
034	Scheme)		
129	High Tech Warehouses	Z	Storage and Distribution
148	Land Used For Storage	Z	Storage and Distribution
151	Large Distribution Warehouses	Z	Storage and Distribution
217	Post Office Sorting Centres	Z	Storage and Distribution
267	Storage Depots	Z	Storage and Distribution
268	Stores	Z	Storage and Distribution

301	Wholesale Warehouses	G	Wholesale and Retail
510	Stores Within/Part of Specialist Property	Z	Storage and Distribution
	Warehouses Within/Part of	Z	Storage and Distribution
511	Specialist Property		
721		Z	Storage and Distribution
	Industry Other Sub-sector		
	Computer Centres (Non-	Ν	Administrative Services
068	Purpose Built)		
	Computer Centres (Purpose	Ν	Administrative Services
069	Built)		
007	Aircraft Works With Airfields	С	Manufacturing
009	Aluminium Smelting Works	С	Manufacturing
016	Artificial Fibre Works	С	Manufacturing
017	Asphalt Plants	С	Manufacturing
020	Baling Plant	С	Manufacturing
023	Beet Sugar Factories	С	Manufacturing
027	Boat Yards	С	Manufacturing
031	Breweries (National Scheme)	С	Manufacturing
	Brickworks (Traditional) Clay	С	Manufacturing
032	Tile/Pipe Works		_
033	Bulk Cement Storage Depots	С	Manufacturing
037	Cable Head End Buildings	J	Information and Communication
050	Cattle Breeding Centres	А	Agriculture, Forestry and Fishing
051	Cement Tile Works	С	Manufacturing
052	Cement Works	С	Manufacturing
055	Chemical Works	С	Manufacturing
063	Coking and Carbonising Plants	С	Manufacturing
071	Concrete Batching Plants	С	Manufacturing
072	Concrete Block Works	С	Manufacturing
073	Concrete Product Works	С	Manufacturing
079	Creameries	С	Manufacturing
087	Distilleries	С	Manufacturing
	Effluent Minewater Treatment	E	Water and Waste Management
093	Plant and Premises		
095	· · · · · · · · · · · · · · · · · · ·	G	Wholesale and Retail
103		С	Manufacturing
	Garages (Transport and	Y	Transport
113	Commercial)	-	
	Heredits Used For Primary	В	Mining and Quarrying
407	Treatment/Processing Of		
127	Minerals		
142		C	Manufacturing
450	Livestock Markets (National	С	Manufacturing
158	,		Manual and
162	Maltings - Non Trad	C	Manufacturing
163	Maltings - Trad	C	Manufacturing
166	Mechanised Handling Depots	Ζ	Storage and Distribution

167	Mineral Producing Hereditament - Blockstone	В	Mining and Quarrying
168	Mineral Producing Hereditament	В	Mining and Quarrying
169	Mineral Producing Hereditament	В	Mining and Quarrying
170	Mineral Producing Hereditament	В	Mining and Quarrying
171	Mineral Producing Hereditament	В	Mining and Quarrying
172	Mineral Producing Hereditament - Coal	В	Mining and Quarrying
173	Mineral Producing Hereditament - Fluorspar	В	Mining and Quarrying
174	Mineral Producing Hereditament - Gas	В	Mining and Quarrying
175	Mineral Producing Hereditament - Hardrock	В	Mining and Quarrying
176	Mineral Producing Hereditament - Inert	E	Water and Waste Management
177	Mineral Producing Hereditament - Oil	В	Mining and Quarrying
178	Mineral Producing Hereditament - Other Mineral Category	В	Mining and Quarrying
179	Mineral Producing Hereditament - Putrescible	E	Water and Waste Management
180	Mineral Producing Hereditament - Sand and Gravel	В	Mining and Quarrying
181	Mineral Producing Hereditament - Shale Burnt	В	Mining and Quarrying
182	Mineral Producing Hereditament - Shale Unburnt	В	Mining and Quarrying
183	Mineral Producing Hereditament - Slate	В	Mining and Quarrying
184	Mineral Producing Hereditament With Batching Plant	В	Mining and Quarrying
186	Mineral Producing Hereditament With Tunnel Kiln	В	Mining and Quarrying
187	MOD Hereditaments	0	Public administration
200	Nuclear Establishments	E	Water and Waste Management
205	Oil Refineries	С	Manufacturing
212	Pipelines	Y	Transport
218	Potteries	С	Manufacturing
221	Properties Involving Extraction Of Materials For Profit	В	Mining and Quarrying
222	Provender Mills (National Scheme)	С	Manufacturing
233	Refuse Destructor Plants/Disposal Sites	E	Water and Waste Management

244	Scrap Metal/Breakers Yard	E	Water and Waste Management	
	Sea Dredged Aggregate	В	Mining and Quarrying	
245	Processing Plants and Depots			
247		С	Manufacturing	
248	Ship Repair Yards	С	Manufacturing	
255	Spoil Heap Workings	В	Mining and Quarrying	
274	Tanneries	С	Manufacturing	
290	Vehicle Testing Centres (With Test Tracks)	С	Manufacturing	
291	Vehicle Testing Centres (Without Test Tracks)	0	Public administration	
295	Wafer Fabrications (National Scheme)	С	Manufacturing	
297	Waste Incinerator Plants	E	Water and Waste Management	
299	Waste Transfer Stations	E	Water and Waste Management	
	Abattoirs and Slaughter Houses	С	Manufacturing	
400	(Contractors Valuation)			
401	Abattoirs and Slaughter Houses (Rental Valuation)	С	Manufacturing	
402	Agricultural Research Centres	М	Professional Services	
	Bus Garages (Contractors	Y	Transport	
406	Valuation)			
407	Bus Garages (Rental Valuation)	Υ	Transport	
422	Pack Houses	А	Agriculture, Forestry and Fishing	
423	Peat Fields	В	Mining and Quarrying	
430	Pumping Mines	В	Mining and Quarrying	
433	Statutory Docks and Harbours (Formula)	Y	Transport	
434	Statutory Docks and Harbours (Non-Formula Prescribed)	Y	Transport	
-	Statutory Docks and Harbours	Y	Transport	
435	(Other)			
441	Weighbridges	Y	Transport	
502	Garages Within/Part of Specialist Property	Y	Transport	
994	Industrial Miscellaneous	С	Manufacturing	
997	Minerals Miscellaneous	В	Mining and Quarrying	

Annex D: Definition of Retail, Hospitality and Leisure properties

SCat Code	Special category description
4	
8	Airport Let Outs
11	Amusement Arcades
12	Amusement Parks
14	Arenas
19	Auction Rooms
22	Beach Huts
24	Betting Offices
25	Bingo Halls (National Scheme)
26	Bird Sanctuaries
28	Bowling Alleys
29	Bowling Centres (Indoor)
30	Bowling Greens (Outdoor)
42	Car Showrooms
44	Car Supermarkets
45	Car Washes (Stand Alone)
47	Caravan Parks (Leisure) (National Scheme)
48	Caravan Sites and Pitches (National Scheme)
49	Casinos and Gambling Clubs
54	Chalet Parks (National Scheme)
56	Cinemas (National Scheme)
60	Clubhouses
61	Clubs and Institutions
62	Coaching Inns
70	Concert Halls (National Scheme)
75	Conference Centres in Country Houses
77	Country House Hotels
81	Cricket Centres
82	Cricket Grounds (County)
83	Cricket Grounds/Pitches (Non-County)
84	Dance Schools and Centres
85	Day Nurseries/Play Schools
86	Departmental and Walk Round Stores (Large)
91	Drive-In Restaurants
92	Drive-Thru Restaurants
97	Factory Shops
98	Farm Shops
99	Field Study Activity and Adventure Centres

404	Food Counts
104	
107	Football Grounds
108	
109	
	Garden Centres
116	
117	
118	
121	Greyhound Racetracks
122	
125	
128	0, ,
130	Holiday Centres
131	Holiday Homes (Self Catering)
132	Horse Racecourses
136	Hostels
137	
138	Hotels (4 Star and Above) and Chain Op. 3 Star (National Scheme)
139	Hypermarkets/Superstores (over 2500m2)
140	Ice Rinks
145	Lakes With Water Sport Facilities
152	Large Food Stores (750 - 2500m2)
154	0
155	Large Shops (Over 1850m2)
160	Lodges (National Scheme)
164	Marinas (National Scheme)
165	Markets (Other Than Livestock)
188	Model Villages
191	Motor Racetracks
195	Museums and Art Galleries (Contractors)
196	Museums and Art Galleries (Non-Contractors)
199	Night Clubs and Discotheques
208	Pavilions
209	Petrol Filling Stations (National Scheme)
210	Pharmacies
211	Photographic Booths
213	Pleasure Piers
214	Point to Point and Eventing Courses
216	Polo Grounds
225	Public Halls
226	Public Houses/Pub Restaurants (National Scheme)
227	Public Houses/Pub Restaurants (Inc. Lodge) (National Scheme)
229	Racing Stables (National Scheme)
234	Restaurants
235	Retail Warehouses and Foodstores
200	

236	Riding Schools and Livery Stables (National Scheme)
237	Rifle and Weapons Ranges
238	Roadside Restaurants (National Scheme)
239	Roller Skating Rinks
240	Royal Palaces
241	Rugby League Grounds
242	Rugby Union Grounds
243	Sales Kiosks
249	Shops
250	Showhouses (National Scheme)
251	Showrooms
252	Ski Centres
253	Snooker Halls/Clubs
254	Speedway Racetracks
256	Sporting Rights
257	Sports and Leisure Centres (LA) (Dry Only) (National Scheme)
258	Sports and Leisure Centres (LA) (Wet and Dry) (National Scheme)
259	Sports and Leisure Centres (Private)(Dry Only)
260	Sports and Leisure Centres (Private)(Wet and Dry)
261	Sports Grounds
262	Sports Stadia
263	Squash Courts
264	Stables and Loose Boxes
265	Stately Homes and Historic Houses (National Scheme)
266	Station Let Outs
272	Swimming Pools (Local Authority)
273	
277	
	Tennis Courts/Clubs
	Theatres (National Scheme)
280	Theme Parks
281	Timeshare Complexes (National Scheme)
283	Totalisators On Horse Racecourses
284	Tourist Attractions
293	Village Halls Scout Huts Cadet Huts etc
296	War Games Courses/Misc Ag. Use
303	Bars (valued on floorspace)
304	Zoos and Safari Parks
403	Aquaria
405	Boathouses
409	Cafes
410	Changing Rooms
416	Gymnasia/Fitness Suites
417	Hairdressing/Beauty Salons
421	Miniature Railways
425	Pharmacies Within/Adjacent to Surgery/Health Centre
720	i harmadioo whamin hajaoone to ourgory/hoalth oontro

Putt/Putting Greens
Retreats/Study Centres (Residential)
ïces
y Food Outlet (Predominantly Off Premises)
staurants Within/Part of Specialist Property
a/Fitness Suites Within/Part of Specialist Property
ithin/Part of Specialist Property
c/Creches Within/Part of Specialist Property
linics Within/Part of Specialist Property
ithin/Part of Specialist Property
nd Leisure Centres Within/Part of Specialist Property
Malls
Apartments
Merchant
entres
series
liscellaneous

Annex E: Definition of airports

SCat code	Special category description
005	Air Ports (Minor) (National Scheme)
059	Civil Airports

Annex F: Definition of network supplying utilities and associated properties

SCat code	Special category description
094	Electricity Undertakings (Non-Statutory)
115	Gas Processing Plants
212	Pipelines
275	Telecommunications Cable Networks (National Scheme)
276	Telecommunications Switching Centres
300	Water Undertakings (Non-Statutory)
726	Telecommunications Large Broadcast Sites
729	Renewable Generators – Mixed Technologies
741	Independent Gas Transporter
742	Independent Distribution Network Operator
743	Renewable Power Generator - Photovoltaic
744	Renewable Power Generator - Wind
745	Renewable Power Generator - Other
746	Renewable Power Generator - Hydro
747	Fossil Fuel Power Station
748	Nuclear Power Station