



## Supporting Evidence required for Hotels

Full details and particulars of the information required are:

1. Market information:
  - a. Copy of the lease for properties held on lease.
  - b. Date of purchase and price paid, for freehold and leasehold properties acquired over the past 5 years.

2. Accounts and trading information:

Where you are submitting an alternative estimate of Net Annual Value and are supporting your estimate by reference to the trading information for the property, you must provide copies of the audited accounts for the period 2018 to 30th September 2022. The supporting information provided should also include

- a. Management accounts to cover same period, the information will include breakdown of turnover between the various trading activities and details of occupancy levels, room rate and RevPAR.
  - b. Details of all franchise, licence and other arrangement relating to the operation of the hotel, if any.
3. Construction and redevelopment:
  - a. Details and costs of construction/redevelopment works carried out over the past 5 years.

4. General details

- a. Copy of floor plans and site plan suitable for scaling.
- b. Hotel registration and classification details.
- c. Details of all licences and special exemptions attaching to the property.
- d. Accommodation details to include:
  - (i) Numbers and types of bedrooms and apartments (nos. of singles, doubles, family, suites etc).
  - (ii) Details and capacities of other accommodation including bars, restaurants, function and conference areas, leisure, car parking, etc.
  - (iii) Schedule of floor areas for bars, restaurants, function and conference areas, leisure etc.