



## Supporting Evidence required for Service Stations

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 2022.

The supporting information provided should include.

- a. Detailed profit and loss accounts and a breakdown of turnover between the various trading activities. **Breakdown of Turnover / Throughput Tables provided below to be uploaded with your representation.**
  - b. Station Master Reports for the same period.
  - c. Details of opening hours.
  - d. Details of annual throughput in litres for all fuel type sales for 2018 – 2022.
  - e. Details of any franchise, licence and other arrangements such as Solas agreements.
3. Construction and redevelopment:
  - a. Details and costs of construction/redevelopment works carried out over the past 5 years.
  - b. Budget estimates in the case of new developments.
4. Details of each tank on site and their capacity.

Breakdown of Turnover / Throughput Tables provided below to be uploaded as supporting evidence, if not previously provided

<b>Property Number</b>

**Retail Shop**

2018	Total Shop TO	Cigarettes	Lottery	Payzone	Top Ups	Car Wash	Franchise
Turnover							
Cost of Sales							
Gross Profit							

2019	Total Shop TO	Cigarettes	Lottery	Payzone	Top Ups	Car Wash	Franchise
Turnover							
Cost of Sales							
Gross Profit							

2020	Total Shop TO	Cigarettes	Lottery	Payzone	Top Ups	Car Wash	Franchise
Turnover							
Cost of Sales							
Gross Profit							

2021	Total Shop TO	Cigarettes	Lottery	Payzone	Top Ups	Car Wash	Franchise
Turnover							
Cost of Sales							
Gross Profit							

2022	Total Shop TO	Cigarettes	Lottery	Payzone	Top Ups	Car Wash	Franchise
Turnover							
Cost of Sales							
Gross Profit							

**Fuel Sales**

<b>2018</b>	<b>Forecourt Sales</b>	<b>Fuel Card Sales</b>	<b>Truck Stop Sales</b>
Turnover			
Cost of Sales			
Gross Profit			
Throughput (litres)			

<b>2019</b>	<b>Forecourt Sales</b>	<b>Fuel Card Sales</b>	<b>Truck Stop Sales</b>
Turnover			
Cost of Sales			
Gross Profit			
Throughput (litres)			

<b>2020</b>	<b>Forecourt Sales</b>	<b>Fuel Card Sales</b>	<b>Truck Stop Sales</b>
Turnover			
Cost of Sales			
Gross Profit			
Throughput (litres)			

<b>2021</b>	<b>Forecourt Sales</b>	<b>Fuel Card Sales</b>	<b>Truck Stop Sales</b>
Turnover			
Cost of Sales			
Gross Profit			
Throughput (litres)			

<b>2022</b>	<b>Forecourt Sales</b>	<b>Fuel Card Sales</b>	<b>Truck Stop Sales</b>
Turnover			
Cost of Sales			
Gross Profit			
Throughput (litres)			

<b>Property Number</b>

**Confirmation by Accountant**

I hereby confirm, to the best of my knowledge and belief, that the information provided is correct and accurate in relation to the subject property.

Signature of Accountant \_\_\_\_\_

Date: \_\_\_\_\_

**Particulars of Accountant:**

Name: \_\_\_\_\_

Name of Firm, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Accountancy body of which a member: \_\_\_\_\_

Membership Number: \_\_\_\_\_