

## Who is the Taxpayer?

In accordance with the Land Valuation and Tax Act 1967, an occupier with a lease of three years or more is viewed as the deemed owner and therefore liable for land tax, unless otherwise expressly stated. All affected parties will receive a copy of the proposal.

## Non Land Valuation Matters

### Office of the Tax Commissioner

Please contact the Office of the Tax Commissioner to know your land tax amount payable, make changes to the taxpayer names and billing addresses and any other land tax enquiries.

### Department of Planning

Please contact the Department of Planning for all planning enquiries.

**T. (441) 295-5151**



[www.landvaluation.bm](http://www.landvaluation.bm)

**“We value Bermuda”**

## Contact Land Valuation

### General Enquiries

Tel. 441-297-7964

#### Email Addresses

Landval@gov.bm (Department)

delliott@gov.bm (Ms. Diane Elliott, Director)

rjhall@gov.bm (Ms. Rachel Hall for Residential Enquiries)

jwneedham@gov.bm (Mr. James Needham for Commercial Enquiries)

#### Physical Address

Land Valuation Department

Second Floor, Global House

43 Church Street

Hamilton, HM 12

Bermuda

#### Mailing Address

Land Valuation Department

P O Box HM 1384

Hamilton HM FX

#### Hours of Operation

8.30 a.m. – 5:00 p.m.

Monday – Friday (Except Public Holidays)

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Please visit the Department’s website  
for additional information on Annual  
Rental Values.

Flyer # 7

Commercial  
Property



## The Proposal Letter



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GOVERNMENT OF BERMUDA

# Important Information about the Proposal Letter

As a result of the recent site inspection by the Land Valuation Department, various changes have been identified since the Department last surveyed the valuation unit.

An inspection is usually triggered by receipt of a Certificate of Use and Occupancy Permit from the Department of Planning or notification to the Department of **physical alterations** to the property (Commercial Property Changes Form).

Property alterations to commercial space are usually due to a change in the **size of the valuation unit** (due to a remodel or refurbishment), **ancillaries** (parking spaces, storage containers etc.) or **amenities** (change in number of boat berths, docks etc.).



# Key Sections of the Proposal Letter

These alterations have been significant enough to warrant a change in the **Annual Rental Value (ARV)** and the resulting service of the enclosed proposal letter.

The proposed changes are clearly shown in the enclosed proposal letter and the key areas are:

1. The **taxpayer**
2. The **effective date** of the changes.
3. The **existing (old)** entry in the Valuation List i.e. **your old ARV** which is shown in the first box titled "Existing Entry in the Valuation List".
4. The **proposed entry** into the Valuation List i.e. **your NEW proposed ARV** which is shown in the second box titled "Proposed Entry in the Valuation List".
5. The **Notes field** which will give you a brief explanation of the changes.
6. The **contact details** should you have any questions regarding the proposed changes.
7. **Right of objection** and timescales.

# Questions regarding the Proposal Letter

Should you have any questions regarding the ARV, the effective date, the survey/inspection or any other Land Valuation matters, please contact the person stated on the enclosed proposal letter, quoting the case number.

# Highlighted Key Sections

Mr. E.G. Example  
12 Example Street  
Example Parish EX 01

3<sup>rd</sup> July 2016

**Taxpayer Details**

Dear Sir/Madam

In accordance with Section 25 of the Land Valuation and Tax Act 1967, I hereby propose the following amendment to the Valuation List with an effective date of 1<sup>st</sup> May 2016.

**Effective Date**      **Existing ARV (Old)**

EXISTING ENTRY IN THE VALUATION LIST

Assessment No.	Tax Code	Description	Address	Annual Rental Value
123456789	Commercial	Office	12 Example Street, Example Parish, EX 01	\$53,000

PROPOSED ENTRY IN THE VALUATION LIST

Assessment No.	Tax Code	Description	Address	Annual Rental Value
123456789	Commercial	Office	12 Example Street, Example Parish, EX 01	\$73,000

**Proposed ARV (New)**

NOTES:  
This proposal is a result of the recent resurvey of the property in connection with building permit B1234/56 and reflects the increase in floor space occupied by Example PLC on a 10 year lease.

*D. Elliott*  
Director, Land Valuation

**Reason for proposal**

Should you have any questions regarding the proposed change, please contact Mr. Damien Baxter quoting Case #123456 at 297-7967.

**Contact Details**

CC: LAND VALUATION APPEAL TRIBUNAL

**Details and timescales on how to object to the proposal**

**Right of Objection**

Should you wish to object to the proposed amendment, then you must do so within 28 days after the date of this notice (if service by hand delivery or email). If service of this notice is by pre-paid post, then you must do so within 31 days after the date of this notice. A form for making an objection can be obtained online or from the Department at the address below.

**Land Tax Liability**

Any queries about the effects of the proposal on your land tax liability should be directed to the Land Tax Officer on 297-7743 or 297-7537.

**Planning Matters**

This proposed amendment does not imply approval of any development (including change of use) or the granting of planning permission itself. Any questions regarding the planning status for this unit should be directed to the Planning Department on 297-7756.

