



VAT refunds for DIY builders and converters

2^A

Name of claimant (BLOCK LETTERS)

Part 2A: Description of building and quantities of goods and materials used

Please write in **black** ink.

If you make a mistake, cross it out and insert the correct details above it. The person making the claim must initial the alteration.

Description of building

Type (eg bungalow, village hall)

*Detached/semi-detached/terraced

Number of storeys
(Count ground floor as one storey)

Number of reception rooms

Number of bedrooms

Number of bathrooms/
cloakrooms

Number of kitchens

Ground floor area

$\frac{\text{ft}^2}{\text{m}^2}$ *

Garages

Built-in

Number	Single *
	double

Total floor area	$\frac{\text{ft}^2}{\text{m}^2}$ *
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Detached

Number	Single *
	double

Total floor area	$\frac{\text{ft}^2}{\text{m}^2}$ *
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Number and description of other rooms

Quantities of materials used. If your claim is only for goods used to 'fit-out' or 'finish off' the building, you need only list those goods you are claiming for. If not, you must list **all** materials used, even those you are not claiming for. Please fill in the quantities in the units specified. The conversion table on the folder will help you to do this.

Item	Quantity	
	Amount	Unit
Cement		Tonnes
Sand		*Tonnes/m ³
Aggregate		*Tonnes/m ³
Lime		Tonnes
Facing Bricks		Number
Common Bricks		Number
Stocks/engineering etc bricks		Number
Windows		Number
Glazing		m ²
Roofing tiles		Number
Roofing felt		Rolls
Floor tiles		Number
Copper tubing		Metres
Plaster		Tonnes
Partition blocks		Number
Plaster-board		m ³
Timber-carcassing		m ³
Timber-Joinery		m ³
Timber-tongued and grooved flooring		m ³
Staircase and handrail		Number
External doors		Number
Internal doors		Number

Item	Quantity	
	Amount	Unit
Paint - undercoating		Litres
Paint - emulsion		Litres
Paint - woodprimer		Litres
Paint - finishing coat		Litres
Cold water storage tank		Number
Copper cylinder		Number
Ironmongery for doors		Number
Sink, drainer and taps		Number
Washbasin and taps		Number
WC Suite		Number
Bath and taps		Number
Heating		Number of radiators
Brief description	_____	
Type of heater unit	_____	

Kitchen units (brought-in cupboards, worktops, etc)

Please give number, type and dimensions of each

Electrical installation	Amount and type of cable used	
Number of power points	_____	_____
Number of lighting points	_____	_____
Number of switches	_____	Number of fuse boxes _____

*Delete as appropriate

If you have used items not listed in this part, please list them overleaf with the quantity of each. If you need more space please continue on a separate piece of paper.

