

# How to complete a paper Land Transaction Return

Guidance to help you complete forms SDLT1, SDLT2,  
SDLT3 and SDLT4

A paper return will be rejected if it does **not** contain a Unique Transaction Reference Number and appropriate responses to questions 4, 28, 54, 73 and one of 49, 50 or 51. If a return is invalid your legal responsibility has not been discharged. More information on page 14.

This guidance is correct at April 2011

For further information and news on all matters affecting affecting Stamp Duty Land Tax is available online at [www.hmrc.gov.uk](http://www.hmrc.gov.uk) under Stamp Taxes

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# Part 1: General guidance

This part gives general guidance on whether to submit a Land Transaction Return, methods of submission, and certain special transactions. It also outlines the payment methods and penalty regimes for late payment or late submission of the return.

These notes are intended to be used as general guidance for practitioners and purchasers who complete their own paper Land Transaction Returns.

The guidance given will be adequate for the majority of straightforward transactions.

The notes are not a complete or comprehensive account of Stamp Duty Land Tax law or practice.

Please note that this booklet is only printed periodically.

We publish a newsletter online, Stamp Taxes Bulletin, to keep you up to date with changes to guidance and other information you might find useful.

In the margins of this booklet are web addresses for specific paragraphs of the Stamp Duty Land Tax Manual that provide more detailed information about the topics against which they appear.

If you want a large print, Braille version or Welsh language version of these notes, phone the HMRC Orderline on **0845 302 1472**.

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## Your Land Transaction Return



### For more information

Go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for reference SDLTM00060 - *Introduction to Stamp Duty Land Tax, Liability to tax*

### 1.1 What is a Land Transaction Return?

In paper format the Land Transaction Return consists of form SDLT1, and whatever supplementary forms SDLT2, 3 and 4 and approved schedules are necessary to make a complete return.

For every notifiable land transaction the purchaser must complete, sign and send the Land Transaction Return to be received by HM Revenue & Customs before the end of 30 days following the effective date of the transaction. This is known as the filing date, and receipt on or before that date will avoid a late notification penalty.

The return includes a self-assessment of the Stamp Duty Land Tax chargeable on the transaction returned. The amount of Stamp Duty Land Tax chargeable must also be received by HMRC by the filing date or interest will be charged.

### 1.2 Why complete a Land Transaction Return?

Notification is a legal requirement for many land transactions. A large proportion of notifications are now made online. This features automatic validation and issue of an electronic certificate by return. Correctly completed paper returns allow HMRC to quickly supply the purchaser with a Revenue certificate (form SDLT5) for production to the appropriate Land Registry in England and Wales or in Northern Ireland or to the Keeper of the Registers of Scotland, but the time in transit depends on the carrier used.

#### Incorrect and incomplete paper returns will:

- result in correspondence to resolve problems
- delay the issue of Revenue certificates (form SDLT5), and
- may lead to penalty and interest charges.

### 1.3 Who should complete and sign the paper Land Transaction Return?

In the majority of cases the return is likely to be drafted and submitted by a solicitor, licensed conveyancer, legal executive or accountant on behalf of the purchaser. But the purchaser in person may complete and submit the return.

It is always the responsibility of the purchaser to make sure that the information given in the return is complete and correct, **and it is the purchaser who must sign the declaration at question 73 of the return form, SDLT1.**

'Purchaser' means any person acquiring the subject matter of the transaction, so it includes the tenant under a new lease.

Because a paper Land Transaction Return comprises form SDLT1 together with any supplementary forms (SDLT2, SDLT3, SDLT4), plans and schedules that may be required to make a full return, it is essential that a purchaser, before signing, reads, understands and assents to all the information to be submitted in that return.

For further information about signing the return see paragraph 4, 'signing the Land Transaction Return', below. For the limited number of exceptions to the requirement that the purchaser must sign the return, see paragraph 4.2 'special situations'.

### 1.4 When don't I need to complete a Land Transaction Return?

All land transactions must be notified unless they are included in the table below. In that table the following definitions apply:

#### Relevant rent

Relevant rent normally means the highest annual rent that is ascertainable at the date of the lease, but see the full definition at Section 77A(3) Finance Act 2003.

#### Zero rate threshold

Chargeable consideration does not exceed the zero rate threshold if SDLT is chargeable on it at less than 1% (before applying any reliefs).



### For more information

Go online to  
[www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm)

The purchaser is obliged to fulfil any reporting requirements and pay the tax due. For more information look for reference SDLTMO7100 - *Who is chargeable?*

## Transactions that do not need to be notified

Please note all *reliefs* must be claimed on the *Land Transaction Return*, form SDLT1, even if that relief means that the Stamp Duty Land Tax chargeable is reduced to nil.

### Transactions 'exempt under schedule 3' of the Finance Act 2003

- no chargeable consideration for the transaction (paragraph 1)
- some leases granted by registered social landlords (paragraph 2)
- some transactions connected with the break-up of marriage or civil partnership (paragraphs 3 and 3A)
- some transactions after death (a different paragraph 3A)
- some variations of testamentary dispositions (paragraph 4).

### Acquisition of a major interest in land (other than the grant, assignment or surrender of a lease)

Total chargeable consideration (including any linked transactions) below £40,000.

### Lease originally granted for a term of seven years or more

#### Grant of such a lease

Relevant rent under £1,000; any other chargeable consideration under £40,000.

#### Assignment or surrender of such a lease

Chargeable consideration for the assignment or surrender below £40,000.

### Lease originally granted for a term of less than seven years

#### Grant, assignment or surrender of such a lease

Chargeable consideration does not exceed the zero rate threshold.

### Alternative property finance

'Further transactions' that are exempt under sections 71A(4) or 72A(4) of the Finance Act 2003 (see sections 71A(7) and 72A(7)).

### Transfer of partnership interest

Transfers under paragraphs 14 or 17 of Schedule 15 to the Finance Act 2003 where consideration does not exceed the zero rate threshold.

### Land transaction that is not a major interest

All acquisitions where consideration does not exceed the zero rate threshold.

Please note all reliefs must be claimed on the *Land Transaction Return*, form SDLT1, even if that relief means that the Stamp Duty Land Tax chargeable is reduced to nil.



## For more information

Go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm)

For information about the registration of land transactions, look for reference SDLTM50200 - *Procedure*

In addition please note that the following interests are outside the scope of Stamp Duty Land Tax:

- any security interest, for example a mortgage, or in Scotland a standard security (see note to SDLT1 question 12 'Debt code 31' for when a mortgage may constitute chargeable consideration)
- a licence to use or occupy land
- in England and Wales or in Northern Ireland
  - a franchise, that is a grant from the Crown awarding the right to hold a market or fair, or the right to take tolls
  - a tenancy at will
  - a manor.

HMRC will respond to a correctly completed paper Land Transaction Return by issuing a Revenue certificate (form SDLT5) for presentation to a Land Registry.

However, although the transactions listed above are not notifiable transactions for the purposes of Stamp Duty Land Tax, they may still require registration with a Land Registry.

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## Ways to complete and file your Land Transaction Return

### File online



For all the information you need about Stamp Taxes Online and online software, go to [www.hmrc.gov.uk/sdlr/return/online/filing.htm](http://www.hmrc.gov.uk/sdlr/return/online/filing.htm)

#### 2.1(i) Stamp Taxes Online

This is quick and convenient. The Land Transaction Return is sent (and an e-certificate is returned) over the Internet, allowing speedier routing and registration of your land/property.

Our online service provides you with a secure method of filing a Land Transaction Return over the Internet along with an electronic SDLT5 certificate, received shortly after successful submission of your Land Transaction Return. This should be sent to the appropriate Land Registry, with the necessary documents, for registration. The service allows you greater convenience - you can securely submit a return at any time, day or night and view it for up to 30 days following submission.

To use the service you must first **register as an online user**. Go to our website to see if you qualify.

Once you have successfully registered and activated Stamp Taxes Online you will need software to file your return online. You can choose to use 'HM Revenue & Customs' Online Tax Return - Land Transaction product or commercial software.

Details of available commercial software and its advantages can be found at [www.hmrc.gov.uk/efiling/sdlrsoft-dev.htm](http://www.hmrc.gov.uk/efiling/sdlrsoft-dev.htm)

## Scottish land transactions

### Scottish transactions

The Automated Registration of Title to Land (ARTL) is available at [www.ros.gov.uk/artl](http://www.ros.gov.uk/artl)

#### 2.1(ii) Scottish transactions: Automated Registration of Title to Land (ARTL)

ARTL was introduced by Registers of Scotland (RoS) in Spring 2008. RoS will visit all Scottish practitioners who apply for a licence to use ARTL and take them through the registration procedures. Registration visits began in February 2007. Only when a firm is registered will it be able to use ARTL. As of April 2008 RoS users have been able to submit their SDLT transaction returns via ARTL.

ARTL has created an efficient and fast service by allowing:

- online completion of the Land Transaction Return for SDLT as an integral part of the ARTL process
- immediate registration upon settlement of the land transaction
- payment by BACS to Stamp Taxes through RoS.

ARTL is a fully automated, Internet based online service. It is not mandatory and very little is required by way of IT in order to use it. Full details of ARTL IT requirements are available on [www.ros.gov.uk/artl](http://www.ros.gov.uk/artl) and ARTL can also be used with disability software.

#### Benefits/features of ARTL

- Most fields within the Land Transaction Return will be pre-populated from the Scottish Land Register and other information provided by the practitioner for the associated application for registration.
- The ARTL Land Transaction Return is an intelligent form. It includes automatic validation to ensure that the return can only be submitted when it is fully completed.
- Because the system is fully validated, **there is no requirement for ARTL users to submit an SDLT5 certificate when applying for registration of title.**
- The registration process is streamlined - in most cases it will be complete within 24 hours of submission of the application.
- ARTL users will also get the benefit of lower registration fees than applications submitted on paper.

ARTL can **only** be used for transactions affecting the proprietorship or charges sections of a land register title sheet. These are the most straightforward transactions, which form the vast majority. The system cannot be used where the transaction involves the grant of a new lease but can be used for the assignation of an existing single property lease.

RoS will collect any SDLT due in respect of an ARTL transaction through variable direct debit, at the point of registration. They will then pass the payment on to us, so customers will find it much easier and quicker to make SDLT payments under ARTL.

RoS held ARTL road shows throughout Scotland in September and October 2008, with Stamp Taxes attending the bigger venues. RoS has also produced an ARTL information pack which will be issued to all practitioners who apply for an ARTL licence.

Further information can be found within the **RoS website**.

### The fit with Stamp Taxes Online filing

**Stamp Taxes Online service** (see below) will still be available for any ARTL customer to use for transactions the system does not cover, such as:

- grants of lease (code 'L' cases)
- multi-property assignments (code 'A' cases)
- code 'O' cases (such as the acquisition of an easement or servitude)
- exchanges where one property is in Scotland and one elsewhere in the UK.

And with the **new electronic SDLT5 certificate (PDF 20K)**, practitioners can also register their transaction with RoS on the same day. As long as the submission is successful, users will receive a Submission Receipt which acts as an electronic SDLT5 certificate. This can be printed off and sent to RoS with the appropriate documentation.

For future news updates regarding ARTL check the **RoS website**.

## Paper forms

### 2.2 A paper form completed manually

A Land Transaction Return may be completed manually by filling in a paper form. It is those forms with which this guidance is primarily concerned. Each part of each question on forms SDLT1, SDLT2, SDLT3 and SDLT4 provides you with a number of small printed boxes.

Extra care is needed to ensure that a completed return can be read by our electronic scanners. This will mean that we can quickly and automatically scan and process the return.

You must obtain and make your return on the official HMRC print of forms SDLT1, SDLT2, SDLT3 and SDLT4. Photocopies of these forms will not be accepted. To obtain blank forms please phone the Orderline on **0845 302 1472**.



### For more information

Go online to  
[www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm)

#### The following are particularly important.

- Write inside the boxes in black ink.
- Use capital letters, one box for each letter, figure or symbol, and a space between words.
- Where given a choice of answers mark 'X' in the appropriate box.
- Please don't use correction fluid. If you make mistakes/crossings out on the form you should consider completing a new form.
- If a question does not apply to the transaction, leave the box blank unless you are told to insert '0'. Do not strike through or write 'NOT APPLICABLE'.

## The purchaser's responsibilities



### For more information

Go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm)

For information about who is responsible for payment, look for reference SDLTM00070 - *Introduction to Stamp Duty Land Tax, Payment of tax*

For information about late returns and late payment, look for:

- SDLTM85930 about interest on unpaid tax
- SDLTM86120 about penalties
- SDLTM86130 about daily penalties
- SDLTM80570 about errors or omissions



### For more information

Go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm)

For information about amendments, look for:

- SDLTM80580 about amendments

For information about enquiries, look for:

- SDLTM80810 about enquiries
- SDLTM80840 about enquiry periods

### 3.1 When must the purchaser complete and send the Land Transaction Return?

The fully completed return must be delivered to us by the 'filing date'. This is 30 days after the effective date of the transaction.

### 3.2 Payment

The purchaser is responsible for payment of the tax. If the tax is paid by cheque, please send it with the paper return. Guidance for payment of SDLT by other means is at 5.1 on page 11.

### 3.3 What happens if the return is late?

A return is late if we receive it after the filing date, that is 30 days after the effective date of the transaction. The effective date is the date entered at question 4. Interest is payable on any tax paid late.

Whether or not any tax is chargeable on the transaction, the purchaser is liable to a flat-rate penalty of £100 if a return is delivered within 3 months after the filing date and £200 in any other case.

In addition, if the return is submitted more than 12 months late the purchaser may be liable to a penalty based on the amount of tax chargeable for the transaction.

### 3.4 What happens if the payment is late?

Interest is payable on any tax that is paid late. Interest is calculated and charged from the day after the filing date.

### 3.5 What happens if the return is not complete and correct?

Responsibility for all information supplied lies with the purchaser. We will communicate with your agent if you have indicated that this is appropriate at question 61 of the SDLT1.

If errors or omissions in the return mean that we are unable to process it, you will not get a 'Revenue certificate (form SDLT5)'. We will get in touch with you. **You should note that the pre-validation function of online filing prevents any problems in this area.**

### 3.6 Amendments

If you realise after notification that you need to amend the return, please phone the Helpline on **0845 603 0135**. Alternatively, write to Birmingham Stamp Office. Some amendments cannot be made more than 12 months after the filing date.

### 3.7 Enquiries

The Stamp Office may make enquiries into the Land Transaction Return despite the fact that a 'Revenue certificate (form SDLT5)' has been issued. We will contact you before the end of the enquiry period advising that an enquiry has been opened.

The purchaser should keep all relevant records for the transaction for six years from the date of notification. If an enquiry is made, these records should be kept until the enquiry is completed. The purchaser may be charged penalties for failing to keep records.

### 3.8 Enquiry period

The enquiry period is the period of nine months after the later of:

- the filing date, if the return was delivered on or before that date
- the date on which the return was delivered, if after the filing date
- the date any amendment was made to the return.

### 3.9 Penalties and Interest for late filing: Some questions answered

| Questions                         | Penalties   | Interest   |
|-----------------------------------|---|--|
| What is it?                       | A penalty is a charge imposed when an SDLT1 form is returned after the filing date. (The 'Filing Date' is 30 days after the effective date.)  | Interest is charged by law. It gives the Exchequer a reasonable degree of commercial restitution for the period it was denied use of money to which it was legally entitled. |
| How much is it?                   | If the SDLT1 is returned after the filing date, there is a £100 fixed penalty charge. If it is returned over 3 months later than the filing date, a £200 penalty is charged. Should it be over 12 months late, a tax geared penalty is due (up to 100% of the tax). | The interest rate is reviewed each time the Bank of England changes the base rate.   |
| When is it charged?               | The fixed penalties are automatically generated when the form has not been returned by the filing date. £100 immediately after the filing date or £200 if the return is submitted more than 3 months after the filing date.   | Interest is charged from 31 days after the effective date.   |
| Can I appeal?                     | Yes, if you believe that there are exceptional circumstances in your case, you may appeal.  | No, there is no appeals process against interest.  |
| How do I appeal?                  | To appeal, fill out an SDLT46 (available on our website) detailing your appeal and exceptional circumstances and write to the SDLT Penalty Team, 9th Floor, City Centre House, Birmingham, B2 4SA.  | You cannot appeal against interest charges.  |
| Is further information available? | Yes, the SD7 leaflet gives more information on penalties and interest and is available on the HMRC website.   | Yes, the SD7 leaflet gives more information on penalties and interest and is available on the HMRC website.  |

## Signing the paper Land Transaction Return

### Signing the return – special situations

#### 4.1 The purchaser signs in person

The purchaser is responsible for the information given in the return including any supplementary forms, plans and schedules that are enclosed. If someone acting on the purchaser's behalf completes the return, the purchaser is still responsible for its completion.

#### 4.2 Special situations

The normal rule is that every purchaser must sign the return personally. This rule is modified where the purchaser is one of the following:

- trustees - any one trustee can sign the declaration
- partnership - the declaration may be signed by all of the partners or by a representative partner (or, for a Scottish partnership, one of the partners acting as trustee for the firm can sign)
- company - the declaration must be signed by the proper officer of the company or any other person having authority to act on its behalf
- the attorney - where a power of attorney is in force.

Purchasers for whom no power of attorney is held but who are unable to control their own affairs may also have the return completed and signed on their behalf by the following authorised persons:

- a Receiver appointed by the Court of Protection (England and Wales)
- a Guardian or authorised person appointed by the sheriff under the Adults with Incapacity (Scotland) Act 2000
- a Controller appointed by the Office of Care and Protection (Northern Ireland)
- an attorney appointed under an enduring or continuing power, registered in the appropriate court, or in Scotland with the Office of the Public Guardian, or
- any person so authorised by any one of the above courts.

**If any of the above exceptions apply to the SDLT return you are submitting, please do not send any supporting documentation explaining why a person other than the purchaser has signed the return.**

## Paying Stamp Duty Land Tax

#### 5.1 How to pay

Detailed information on methods of payment may be found at [www.hmrc.gov.uk/payinghmrc/stamp-land.htm](http://www.hmrc.gov.uk/payinghmrc/stamp-land.htm)

Electronic methods are recommended as most secure and efficient.

Whatever method of payment you use, it is essential that you provide your **Unique Transaction Reference Number (UTRN)**. This is made up of 11 characters, for example **123456789MC** and can be found at the bottom of page 2 and on the payslip at page 7 of the SDLT1. For electronic submissions it will be on the submission receipt.

## For more information about making payment

Go online to  
[www.hmrc.gov.uk/payinghmrc/stamp-land.htm](http://www.hmrc.gov.uk/payinghmrc/stamp-land.htm)

Please remember to always quote your Unique Transaction Reference Number (UTRN).

### Internet or telephone banking and BACS

Use these payment methods to transfer funds to us.

#### CHAPS

The CHAPS system enables you to tell your bank to make an immediate payment.

#### BillPay

BillPay is payment by debit card over the Internet. You can pay by BillPay if you have a Switch, Visa, Delta, Solo or Electron debit card.

#### Bank giro

Take the payslip with your payment to your bank and where possible to your own branch. Other banks may refuse to accept payment. If paying by cheque, please make your cheque payable to 'HM REVENUE & CUSTOMS ONLY'.

#### At a Post Office

Take the payslip with your payment to any Post Office. If paying by cheque, make your cheque payable to 'POST OFFICE LTD'.

#### By post

If you use this method, make sure that your cheque is payable to 'HM REVENUE & CUSTOMS ONLY' followed by the Unique Transaction Reference Number (UTRN). If your cheque is being used to pay for several transactions it is important to list all the UTRNs on the back of the cheque. The tax payment apportioned for each UTRN should then be written opposite each UTRN. Please do not send cash through the post.

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## Sending us your paper Land Transaction Return

Send the payslip, your cheque and the Land Transaction Return (including any supplementary returns) unfolded to:

HM Revenue & Customs (Stamp Taxes/SDLT)  
Comben House  
Farriers Way  
Netherton  
Merseyside  
L30 4RN

Or to the DX address:

HM Revenue & Customs (Stamp Taxes/SDLT)  
Rapid Data Capture Centre  
DX725593  
Bootle 9

Do not fold the cheque or fasten it with paper clips or staples to the return form as this can delay processing of your return.

**For more information**

Go online to  
[www.hmrc.gov.uk/manuals/  
sdltmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdltmanual/index.htm)

**Post-dating**

Do not post-date your cheque(s) or completed form(s).

Fill out the separate payslip from which the Unique Transaction Reference Number was taken and follow the 'How to pay' instructions. Check that the reference number is shown on each sheet enclosed.

**Do NOT fold the Land Transaction Return forms**

A folded Land Transaction Return may be rejected if folding has damaged the form. We may not then be able to electronically scan the forms.

Please do not enclose any letter or other communication with the Land Transaction Return forms.

Our processing centre at Nethererton is not able to respond to any correspondence or other items enclosed with a return.

If other items are enclosed they will be referred elsewhere and this may result in delay in the issue of the 'Revenue certificate (form SDLT5)'.

## Part 2: Detailed notes for filling in the paper forms

This part gives detailed instructions for completing individual questions on the return, with specific attention to formatting. It also gives guidance on which forms to use for more complex and special transactions.

### Completing the forms for automatic processing

Because the information you enter on the forms is processed and stored by machines there are limits to the number of characters, including spaces, which each part of a question is able to accept. On the pre-printed paper form these are indicated by small boxes into which each character must be inserted. A blank box denotes a space.

Shorten your answer within the limit allowed by that question. Where necessary use commonly accepted abbreviations. For questions where a short narrative is required try to use the fewest and shortest words.

Whichever method you use to complete the form you must not use symbols \$, # or /. **This applies for all forms and for all questions.**

Any SDLT1 must contain the following Minimum Set of Data or it will be automatically rejected by our processing system.

- Effective date (box 4)
- Name of purchaser (box 54)
- Address of property (box 28)
- National Insurance number or other unique identifier (box 49 *or* 50 *or* 51)
- Signature (box 73)
- Unique Transaction Reference Number.

Certain types of question must have their answers presented in a particular way. The table below gives guidance on the formatting of postal addresses. Notes on formatting some items for individual boxes are given in the notes for those specific boxes.

| Subject                 | Occurrences  | Guidance  |
|-------------------------|--|---|
| UK postal address       | SDLT1: questions 7, 28, 38, 40, 48, 56, 63, 70<br><br>SDLT3: question 5<br><br>SDLT4: question 9 | <b>Postcode:</b> must be entered if the property has one.<br>If the property has more than one postcode enter only one.<br>Enter only the full 2-part Royal Mail postcode.<br>Leave blank if not known or only partially known.<br><b>Number:</b> if the property has a house or building number it must be entered.<br>Letters may be used in addition to digits but no more than 4 characters may be entered. If the property covers a range of street numbers, for example 238-243, leave blank and instead enter the full number, 238-243 in the field for 'Rest of address'<br><b>Rest of address:</b> give the remainder of the postal address not shown in the other two parts.<br>All Northern Ireland addresses should include the county. |
| Overseas postal address | SDLT1: questions 7, 38, 40, 48, 56, 63, 70<br>SDLT2: question 5                                  | To complete an overseas address always leave blank the parts for postcode and for house or building number - even when the overseas address contains their equivalent.<br>Instead the full overseas address, including the country, must be contained within the 'Rest of address' part. If necessary, abbreviate.  |
| Agent's DX and Exchange | SDLT1: questions 41, 64  | Complete accuracy is essential.<br>Do not use any other type of address, for example, Legal Post.<br>If you supply both postal and DX addresses the system will default to the DX address using the characters you have entered at question 41/64 as the DX address.<br>So if 'Not Applicable' is entered in question 64 the Revenue certificate will be printed showing the address as DX Not Applicable and will automatically be despatched to that address.<br>Check that the DX address is live.<br>Do not use anything other than letters, numbers or spaces for the address (no punctuation or symbols).<br>On the first line - DX plus number, second line - location [exchange] and location number [if any] if space allows.              |

## Notes about the questions

The guidance for form SDLT1 applies to all paper submissions and should be read by all purchasers.

## Form SDLT1 questions 1 to 15

### About the transaction



For information about what is meant by a residential property and a non-residential property, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for reference SDLTM20070

#### 1 **Type of property.** *You must answer this question.*

The following definitions apply.

**01 Residential property** is defined as:

- a building used or suitable for use as a dwelling, or is in the process of being constructed or adapted for use as a dwelling
- the garden or grounds of such a building, including structures on the garden or grounds
- an interest or right in or over land that benefits a dwelling, for example a right of way to access the dwelling.

However, you must show as non-residential any transaction involving the transfer of a major interest in (or grant of a lease over) 6 or more separate dwellings.

**02 Mixed property** is where only part of the property is residential.

**03 Non-residential property** is where the whole of the property is not residential.

#### Note

- Your answer must be correct for the whole of the property included in the transaction, especially if that transaction covers more than one building or more than one site. For example, the sale of a farmhouse with farm buildings, farmland and an agricultural worker's cottage must be returned as mixed.
- If you enter mixed or non-residential you must also complete form SDLT4 to indicate the use or uses of the non-residential part(s). You will also need to answer any other questions on the SDLT4 that may be applicable.

#### 2 **Description of transactions.** *You must answer this question.*

The code in question 2 is needed to ensure that the right sections of the Land Transaction Return have been completed.

#### **F – Conveyance/Transfer**

Code **F** must be used:

- in England, Wales and Northern Ireland, for every transfer of a freehold (whether legal or equitable, and including commonhold)
- in Scotland, for every transfer of ownership of land **except** where the freehold or ownership of land is subject to a lease, in which case code **A** applies (see below)

**i** For information about variations of leases, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for reference SDLTM15010.

### **L – Grant of Lease**

Code **L** covers the grant of a new lease, including an overriding lease, or of a replacement lease where a previous lease expired or ended for any reason. In Scotland, it includes the exchange of missives of let, which are not to be completed by the grant of a formal lease.

Variations of leases are (with two exceptions, see code **O** below) land transactions equivalent to the grant of a new lease and are to be allocated code **L**. These include:

- variations of a lease which result in an increase of rent (see code **O** below for variations which **reduce** the rent or term)
- ‘variations’ (in England, Wales and Northern Ireland only) which give rise to a surrender and re-grant by operation of law
- ‘variations’ in Scotland which extend the period of the lease and take effect, for Stamp Duty Land Tax purposes, as a new lease.

Code **L** covers **all cases where tax is chargeable on the rental or premium element of a new lease.**

It is essential that you supply further information in the section *About Leases*. See *Additional details for cases involving leases* and the notes for form SDLT1, questions 16 to 25.

### **A – Any other transaction where there is a lease involved**

Code **A** must be used for all other transactions where there is a **lease** involved, including where consideration has been given for:

- the assignment or assignation of an existing lease
- the transfer of a freehold (in Scotland, ownership of land) which is itself subject to a lease or leases
- the surrender or renunciation of a lease by a tenant
- the acquisition of a freehold or leasehold reversion by a tenant.

For code **A** it is **essential** that you supply further information in the section *About Leases*.

**Questions 16, 17, 18, 19, 20 and 21** should be completed, but **not** questions **22, 23, 24 or 25**. Notes on questions 16 to 21 of form SDLT1 in Part 2, Section C, give additional details for cases involving leases.

### **O – Other**

Code **O** includes all acquisitions of interests apart from those listed under **A, F or L**. Examples are:

- the acquisition of an easement or servitude
- the acquisition of sporting rights
- variation of a lease to reduce the rent payable
- variation of a lease to reduce the term of the lease if a return is required from the lessor.

For transactions within code **O**, you need only complete a return on form SDLT1 and notify us of the acquisition **if Stamp Duty Land Tax is chargeable at 1% or more.**

**Leave questions 16 to 25 blank** for all transactions within code **O**.

**3 Interest transferred or created.** *You must answer this question.*

Select and enter the appropriate code.

***FP***

Freehold, with vacant possession, in Scotland owner's interest with vacant possession.

***FG***

Freehold, in Scotland ownership, subject to a long lease or leases each reserving a ground rent or nominal rent, for example, the acquisition of the freehold with ground rents from a block of flats let on 99-year leases at £50 per annum each.

***FT***

Freehold subject to a lease or tenancy to an occupier, for example, the acquisition of a freehold house subject to a tenancy or a shop subject to a lease to the occupier, in Scotland owner's interest subject to tenancy.

***LG***

Long leasehold at a ground rent or nominal rent with vacant possession for example, the acquisition of a vacant possession flat held on a 99-year lease at a ground rent of £50 per annum.

***LT***

Leasehold subject to a lease or leases to an occupier for example, the acquisition of the 99-year leasehold interest in a shop subject to a lease to the occupier.

***LP***

A lease to an occupier, for instance, with vacant possession and not at a ground rent or nominal rent, for example, the grant of a new lease of a shop to an occupier or the assignment of such a lease, in Scotland tenant's interest.

***OT***

All other interests, for example, in England and Wales and Northern Ireland the acquisition of a share of any legal interest or the acquisition of an easement.



For information about the effective date of a transaction, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for reference SDLTM07600.

**4 Effective date** *You must answer this question.*

The date must be shown in the format dd/mm/yyyy. If the day or month has a value less than 10 enter 0 and then the single digit.

A contract may be 'substantially performed' before completion.

Substantial performance occurs if:

- the purchaser, or a person connected with the purchaser, take possession of the whole, or substantially the whole, of the subject matter of the contract
- a substantial amount of the consideration (for an agreement for lease, consideration other than rent) is paid
- the first payment of rent is made.

Note: HMRC regard 90% or more as 'substantial'.

In such circumstances the earlier date of substantial performance is the effective date that you must enter. You may also have an obligation to notify us once completion occurs. For advice on how to do this phone the Helpline on **0845 603 0135**.

**You must not post-date this entry.**

**5 Restrictions, covenants or conditions.** *You must answer this question.*

If there are any unusual restrictions, covenants or conditions (historic or new) which have an effect on the value of the interest granted or transferred, answer 'Yes' and give a brief description.

The description should contain a maximum of 42 characters, including spaces. For example

- 'vendor right to buy back at less than MV'
- 'lease covenants restrict shop use', or
- 'agricultural occupancy condition applies'.

**Only use letters, numbers and spaces in your description.** Avoid all use of punctuation or any other kind of symbol.


If there are none, answer 'No' and leave the remainder of the question blank.

**6 Contract date**

Whether or not the transaction has gone to completion or settlement, enter the date of the contract or agreement for sale or lease. In Scotland this includes the date of the conclusion of missives.

Do not complete this question if there was no prior agreement, for example, for the grant of a lease.


**The date must be shown in the format dd/mm/yyyy. If the day or month has a value less than 10 enter 0 and then the single digit.**

 For information about exchanges, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for reference SDLTM01410.

- 7 Land exchanged or part-exchanged.** *You must answer this question.* If you have made an exchange whereby you have entered into a land transaction as the purchaser (either alone or jointly) which is wholly or partly in consideration of another land transaction entered into by you as vendor then answer 'Yes' to this question and give the address, including the postcode, if any, of the land given in exchange or part-exchange. If there is no postal address, leave the fields for postcode and house number blank. Instead within the field for the rest of the address provide a brief description of the nature and location of the property. For example, give the dimensions stated in the instrument (by attaching a plan) or by describing the boundaries fully so that it may be identified. The other side of the exchange will be a separate land transaction. If you answer 'No', then the remainder of the question must be left blank.

Note that:

- if the interest in land you have acquired is a major interest, at question 10 enter the market value of that interest
- if the interest in land you have acquired is not a major interest, but the interest you gave in exchange is a major interest, the consideration you must enter at question 10 is the market value of the interest you have acquired.


 For information about options, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for reference SDLTM01300.

- 8 Exercise of an option.** *You must answer this question.* If the purchaser had previously entered into an option to acquire an interest in or right over the land and this transaction results from that option being exercised, answer 'Yes'. If not, answer 'No'.

If the option was originally granted in return for consideration you may also need to make a return under Section 81A Finance Act 2003. For advice on this please phone the Helpline on **0845 603 0135**.

## About the tax calculation

- 9 Reliefs.** *You must answer at least the first part of this question.* **You must claim all reliefs on form SDLT1.** Even where the relief results in no tax liability it must be claimed here. There are many forms of relief from Stamp Duty Land Tax. These are listed in the table shown on page 22. Some give full relief from tax, others give partial relief. If you are claiming relief answer 'Yes' in the first part. You must then select the appropriate code from the table starting on page 23 to enter into the second part. If you answer 'No' you must leave blank the whole of the rest of question 9.

 For information about so-called overlap relief, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for reference SDLTM16005.

So-called 'overlap relief' is not a relief, but operates by reducing the amount of the rent chargeable to tax.

**If right to buy relief is claimed (code 22)**, you must enter the actual consideration payable (that is, the discounted amount) for the acquisition of the interest in land at question 10 for freehold or an assigned lease, and at questions 22 and/or 23 for the grant of a new lease.

At the appropriate question enter the discounted amount. The tax must be entered at question 14.

**If part-exchange (house-building company) relief is claimed (code 08)**, give the company's CIS (Construction Industry Scheme) reference number in the third part.

**If charities relief is claimed (code 20)**, and the charity is registered with the Charity Commissioners, in the third part give its registered number, if it has one. If a Scottish charity, give the Scottish charity number as recognised by HM Revenue & Customs.

**Alternative property finance (code 24)** is relief in respect of the additional land transactions that occur when an individual finances a property purchase using an alternative mechanism not based on payment of interest.

**For relief claimed on part only of the property** show in the fourth part the amount of consideration (if a lease, the premium), that has been apportioned on a just and reasonable basis to the part to which the relief does not apply.

The leaseback element of a sale and leaseback transaction is exempt from charge. Notification is required as this is the second leg of an exchange (making chargeable consideration equal to market value). Relief can be claimed under **code 28** if the conditions of Section 57A(3) are met. The same applies to a lease and leaseback transaction.



## Stamp Duty Land Tax Manual online

For information about the designated disadvantaged area codes, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for the reference shown.

For code 05 - SDLTM20050

For code 08 - SDLTM21000

For code 09 - SDLTM21060

For code 10 - SDLTM22000

For code 11 - SDLTM22500

For code 12 - SDLTM23010

For code 13 - SDLTM23210

For code 14 - SDLTM23220

For code 15 - SDLTM23500

For code 16 - SDLTM24000

For code 17 - SDLTM24500

For code 18 - SDLTM25000

For code 19 - SDLTM25500

For code 20 - SDLTM26000

For code 21 - SDLTM26500

For code 22 - SDLTM27000

For code 23 - SDLTM27500

For code 24 - SDLTM28000

For code 25 - SDLTM28505

For code 26 - SDLTM29000

For code 27 - SDLTM20500

For code 30 - SDLTM20700

For code 32 - SDLTM29800

| Description of relief   | Code |
|---|------|
| Designated disadvantaged areas (residential)                              | 05   |
| Designated disadvantaged areas (mixed-use)                                | 07   |
| Part-exchange (house-building company)                                    | 08   |
| Relocation of employment  | 09   |
| Compulsory purchase facilitating development                              | 10   |
| Compliance with planning obligations                                      | 11   |
| Group relief  | 12   |
| Reconstruction relief   | 13   |
| Acquisition relief (tax at 0.5%)  | 14   |
| Demutualisation of an insurance company                                   | 15   |
| Demutualisation of a building society                                     | 16   |
| Incorporation of a limited liability partnership                          | 17   |
| Transfers involving public bodies   | 18   |
| Transfer in consequence of reorganisation of parliamentary constituencies | 19   |
| Charities relief  | 20   |
| Acquisition by bodies established for national purposes                   | 21   |
| Right to buy relief   | 22   |
| Registered social landlords   | 23   |
| Alternative property finance  | 24   |
| Exercise of collective rights by tenants of flats                         | 25   |
| Crofting community right to buy   | 26   |
| Diplomatic privileges relief  | 27   |
| Other relief  | 28   |
| Combination of reliefs  | 29   |
| Zero carbon relief  | 30   |
| Alternative Finance Investment Bonds                                      | 31   |
| First-time buyer  | 32   |

**10 Total consideration payable.** *You must answer this question if you answered F, A or O at question 2. Leave blank if you answered L.*

Show here the total consideration in money or money's worth, in whatever form, given by the purchaser for the interest in land acquired. This is the figure on which Stamp Duty Land Tax is charged.

The figure entered as the total consideration must:

- include any VAT actually payable
- not include rent or premium on the **grant** of a new lease, returned as L at question 2. (See further guidance below.)

However, if any form of consideration was given for the **assignment** or in Scotland **assignation** of a lease, **A** at question 2, enter the amount here, question 22 does not need completing.

**i** For more information about chargeable consideration, go online to [www.hmrc.gov.uk/manuals/sdltmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdltmanual/index.htm) and look for SDLTM03700.

For most transactions the figure shown at question 10 will be the purchase price and it will be paid wholly in monetary form.

See notes on question 12 for notifying a consideration which is other than cash, in particular where property is transferred subject to a debt.

#### Requirement to notify the market value of a property at question 10

These are some of the situations when Stamp Duty Land Tax is charged on the market value of the subject matter of a transaction if the value of the consideration given by the purchaser is less than the market value:

- when properties are exchanged, if at least one property represents a major interest in land, there will be two separate, notifiable transactions both requiring notification of the market value of the property acquired
- when the purchaser is a company connected with the vendor, for example transactions between **connected companies**. This applies even if group relief has been claimed on the transaction and it is considered that there will be no Stamp Duty Land Tax to pay
- where the purchaser of a shared ownership lease makes an election to pay Stamp Duty Land Tax on the market value of the property, rather than on the actual premium paid for the lease
- where partnership assets have been treated as chargeable as a percentage of their market value with the appropriate SLP (sum of the lower proportions) deduction
- when there is an exchange of interests in the same property, for example in a sale and leaseback transaction.

**i** For more information about the requirement to notify, go online to [www.hmrc.gov.uk/manuals/sdltmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdltmanual/index.htm)

For situations where properties are exchanged, look for SDLTM04020.

For situations where the purchaser is a company connected with the vendor, look for SDLTM30220.

Market value is the price which the subject matter of the transaction may be expected to achieve in a sale in the open market at arm's length on the effective date of the transaction, that is, the date notified at question 4 of the Land Transaction Return.

If this transaction is the grant of a new lease (returned as L for question 2) including, in Scotland, the exchange of missives of let:

- leave questions 10 and 11 blank, and
- complete questions 16 to 25 as appropriate.

Chargeable consideration **includes anything paid for assets that in law are part of the land.**

For example anything properly attributable to:

- buildings and other structures which are part of the land
- goodwill which forms part of the land on the sale of a business
- fixtures, but not chattels or, in Scotland, moveables.

Chargeable consideration **does not include anything properly attributable to chattels or moveables.**

If an amount is paid partly for land, including things that in law form part of the land, and partly for other assets such as chattels or moveables, there must be a just and reasonable apportionment of the total amount in order to arrive at the chargeable consideration for Stamp Duty Land Tax purposes. An apportionment agreed between purchaser and seller may not be conclusive.



For more information about goodwill, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM04005.

For more information about fixtures and fittings, look for SDLTM04010.

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#### **VAT included in total consideration**

Only complete this question if VAT is charged on the transaction.

Enter here the amount of VAT charged. If there is no VAT leave blank.

If the transaction is the grant of a new lease (question 2 category L) leave blank but complete questions 16 to 25 as appropriate.

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#### **Form of consideration.** *You must answer this question if you entered F, O or A at question 3.*

The codes describe different forms of consideration. Most transactions will be completely satisfied by a monetary payment in which case the only entry will be the cash code **30**.



For more information about the interaction with VAT go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM03800.

Where relevant, up to four different types of consideration may be recorded in the spaces provided at question 12. For example, if a transfer of equity with a balancing cash payment is being notified, codes **30** and **31** should be used. If, unusually, there are more than four types, enter the four most valuable.

Stamp Duty Land Tax is chargeable on the total value of all forms of consideration in money or money's worth, see SDLTM04140 and SDLTM80350

For transactions where Stamp Duty Land Tax is chargeable on the market value of the property acquired rather than the actual consideration paid, code **34** should be used at question 12, unless it is an exchange in which case code **37** applies, see guidance for codes **34** and **37** below.

If there is an exchange no other code will be necessary despite the fact that a payment may have been made by the purchaser.

This also applies to shared ownership leases where the purchaser has elected to pay Stamp Duty Land Tax on the market value of the property, rather than on the actual premium paid for the lease.



**Stamp Duty Land Tax is chargeable on the total value of all forms of consideration in money or money's worth.**

For more information, please refer to the Stamp Duty Land Tax Manual. Go to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for:

- SDLTM04140 - *How much is chargeable: the meaning of market value*, and
- SDLTM80350 - *Responsibility for valuation*.

**Debt - Code 31 relates to:**

- the satisfaction or release of debt due to the purchaser or owed by the vendor
- the purchaser 'assuming' (taking responsibility for) an existing debt.

A purchaser is treated as assuming debt if the rights or liabilities of any party in relation to the debt are changed as a result of the transaction. The amount of debt assumed by the purchaser is treated as consideration given. See examples on page 27.

A mortgage taken out at the same time as the purchase of a property is not the assumption of responsibility for a debt owed by the vendor (seller) of the property. So if a property is purchased for £300,000 with the benefit of a £200,000 mortgage the chargeable consideration is (cash) £300,000 and only code **30** (cash) should be entered.

**Note**

A gift of an interest in land does not itself constitute a chargeable transaction for Stamp Duty Land Tax. However, if the donee assumes a debt, usually, but not always, a mortgage, previously owed by the donor, there is a chargeable occasion in respect of which the donee is treated as having given consideration to the extent of the amount of the debt taken over. There are different rules for bequests.

**Example 1**

Jack transfers a half share in his house for no cash consideration to Jill and at the same time she takes on joint responsibility for the mortgage. The house is worth £300,000 but is subject to a mortgage of £200,000 at the time of transfer. £100,000, that is, half the amount of the outstanding mortgage, is a chargeable consideration. **Enter code 31**

**Example 2**

Jill transfers a half share in her house for no cash consideration to Jack. The house is worth £300,000. At the same time she redeems the existing mortgage, £200,000 outstanding and together they take out a new mortgage of £250,000. The chargeable consideration is £100,000, half the redeemed mortgage. **Enter code 31**

A transaction may also be in satisfaction of a debt due to the purchaser or owed by the vendor. In this case the amount of debt satisfied is the amount of chargeable consideration. Whether the debt is assumed or satisfied, the chargeable consideration is equal to the debt unless the open market value of the land passing is less, in which case the amount of the consideration is limited to the value of the land.

**Building Works - Code 32**

If the purchaser agrees to carry out building works on land, the chargeable consideration is the open market value of such works. This may not apply if the land is already owned by the purchaser or is transferred as a result of this transaction and the works are carried out after the effective date of the transaction.

**Employment - Code 33**

If the land transaction is entered into by reason of the purchaser's employment, or the employment of a connected person, the chargeable consideration is the rental value assessed for Income Tax purposes or the market value of the property.

**Other (such as an annuity) - Code 34**

Any other consideration, in money's worth, not otherwise listed here, or, as noted above, the market value of the interest in land acquired should be notified using code **34**, except for exchanges where code **37** should be used.

**Shares (listed) - Code 35**

These must be valued at the effective date of the transaction.

**Shares (unlisted) - Code 36**

These must be valued at the effective date of the transaction.

## Stamp Duty Land Tax Manual online

For information about the consideration codes, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for the reference shown.

For code 31 - SDLTM04040

For code 32 - SDLTM04060

For code 33 - SDLTM04080

For code 34 - SDLTM06010

For code 36 - SDLTM80360

For code 37 - SDLTM04020

For code 38 - SDLTM04140

For code 39 - SDLTM05010  
& SDLTM50900

### Other Land - Code 37

If the purchaser and vendor exchange each to the other an interest in land, at least one of which is a major interest, there are in effect two separate transactions each of which must be notified by the respective purchasers. Tax is paid on the market value of the land acquired. Relief may be available if the purchaser is a house-building company that is taking the vendor's house as part consideration for the sale of a new build house. See question 9 code **08**.

### Services - Code 38

If the purchaser undertakes to provide services, the chargeable consideration is the open market value of those services.

### Contingent Consideration - Code 39

The transaction may provide for a further amount of consideration to be paid some time in the future dependent on whether or not something occurs. For example a further amount may have to be paid if the purchaser is granted planning permission.

Tax is chargeable at the effective date on an amount to include any contingent payment on the assumption that the contingency will occur.

The consideration or part of it may depend on uncertain future events. In this case the amount of consideration will be based on the best estimate that can be made of the likely outcome as at the effective date of the transaction. If this applies, you must complete supplementary return form SDLT4 unless applying for deferment. See 6.2 on page 58 for further information.


In some circumstances where receipt of consideration is delayed because of a contingency, deferment or partial deferment of tax may be allowed. Do not treat rent payable as a result of a future rent review as contingent consideration.

### 13 **Linked transactions.** *You must answer this question.*

Transactions are 'linked' if they form part of a single scheme, arrangement or series of transactions between the same vendor and purchaser or, in either case, persons connected with them.

If this transaction is linked to any other(s) answer 'Yes' and enter the total amount paid for all the linked transactions (do not forget the one you are notifying on this SDLT1) including any VAT.

If it is not linked to any other transaction you must answer 'No' and leave the rest of question 13 blank.

 For more information about linked transactions, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM30100.

There are two methods of notifying linked transactions:

**(i) a single form SDLT1 plus the appropriate supplementary forms**

This method **may** be used for linked transactions that:

- all come within the same code at question 2, either **A, F, L** or **O**, and
- each have the same effective date, and
- have identical purchasers and identical vendors, and
- at question 9 of the SDLT1
  - are not claiming any reliefs at all, that is, 'no' in the first part of question 9, or,
  - are all claiming the same relief in part two of question 9.

To notify linked transactions all within code **F** or code **O** at question 2 on a single SDLT1:

- enter details of the first transaction on form SDLT1
- show the total consideration paid for all linked transactions at both questions 10 and 13 part 2
- show the total amount of tax payable on all the transactions at question 14
- show the total number of properties being notified at question 26
- give address details of the first transaction at question 27 onwards
- notify details of the other linked transactions on supplementary form(s) SDLT3.

To notify linked transactions all within code **A** at question 2 on a single SDLT1:

- enter details of the first transaction on form SDLT1, including the section 'About leases', questions 16 to 21
- show the total consideration for all the linked transactions at question 13 part 2, this should be the same amount notified at question 10
- show the total amount of tax payable on all transactions at question 14
- show the total number of properties being notified at question 26
- give the address details of the first transaction at question 27 onwards
- enter the details of the other linked transactions on supplementary form(s) SDLT4.

To notify linked transactions all within code **L** at question 2 on a single SDLT1:

- leave questions 10 and 11 of form SDLT1 blank
- enter details of the first transaction on form SDLT1, including the section 'About leases', questions 16 to 25
- show the total premium paid for all linked transactions at SDLT1 question 13 part 2, but if no premium applies, enter 0
- show the total amount of tax for all transactions at SDLT1 question 14
- show the total number of properties being notified at question 26
- give address details of the first transaction at question 27 onwards
- notify the other linked transactions on supplementary form(s) SDLT4, taking care to complete questions 22 to 25 (with 0 if not applicable).

**(ii) a separate form SDLT1 for each linked transaction**

This method **must** be used if at least one of the following applies.

You have linked transactions that:

- do not fall within the same code for questions 2 and 3 of the SDLT1
- do not share the same effective date
- do not have both identical purchasers and identical vendors (for example, because of the connected persons rules)
- are claiming a relief in respect of one or more transactions but not for all
- are claiming different types of relief requiring different codes at question 9 part 2.

To notify linked transactions on separate forms SDLT1:

- on each SDLT1 show the consideration only for the transaction notified
  - at question 10 for codes **A, F** or **O**
  - at question 22 and/or 23 for code **L**
- on each SDLT1 show the total consideration other than rent for all linked transactions at question 13 part 2 (for code **L** cases where there are no premiums, enter **0**)
- calculate the tax on the figure notified at question 10 by using the rate of Stamp Duty Land Tax appropriate to the figure shown at question 13 part 2
- at question 14 show the amount of tax payable only for the transaction reported on the individual SDLT1.

**Apportionment of the chargeable consideration**

If a single price was negotiated and paid for all the linked transactions that price should be apportioned between each of the transactions on a just and reasonable basis.

There is no need to obtain professional valuations for this purpose. The purchaser may estimate their own apportionment of the value appropriate to each transaction. It is advisable that evidence is retained to show how the apportionment was arrived at should enquiries be opened into the returns at a later date.

For details of connected persons see  
Section 1122 Corporation Tax Act 2010

**Examples:**

- Husband and wife are connected.
- A person is connected with his or her brother or sister, his ancestor or lineal descendant.
- A person is connected with a company that he or she controls and two companies are connected if the same person controls both of them.

### Calculation

If transactions are linked, aggregate the whole consideration payable for all the transactions other than rent.

Apply the appropriate rate of tax to that total. (For code **L** cases where the consideration includes rent, see the example given for form SDLT1 question 25.)

### Example

Jack buys a house for £240,000 and his wife Jill buys the garden of the house for £20,000, both from the same vendor and as part of a single bargain. Both Land Transaction Returns are submitted 2 months after the filing date.

Jack's return

- question 10 will show £240,000
- question 13 will be ticked 'Yes'
- question 13 part 2 will show £260,000
- question 14 will show £7,200, that is, tax is charged at 3%, the rate applicable to the aggregate consideration of £260,000
- question 15 will show £7,300 (£7,200 + £100 fixed late filing penalty).

Jill's return

- question 10 on Jill's Land Transaction Return will show £20,000
- question 13 will be ticked 'Yes'
- question 13 part 2 will show £260,000
- question 14 will show £600
- question 15 will show £700 (£600 + £100 fixed late filing penalty).

**14** **Total tax due.** *You must answer this question.*

Enter the amount of tax that should be paid in respect of this land transaction based on the total chargeable consideration.

For question 2 code **A, F** or **O** cases apply the appropriate rate of tax to the amount shown for question 10, which for linked transactions is determined by the amount entered at question 13 part 2.

For question 2 code **L** cases calculate separately any tax due in respect of the premium (question 24) and any tax due in respect of the (NPV) rent (question 25). Enter here the total of the two amounts.

For question 2 code **L** cases with linked leases notified on SDLT1 and SDLT4, calculate separately any tax due in respect of the premium (SDLT1 question 24 and SDLT4 question 24) and any tax due in respect of the (NPV) rent (SDLT1 question 25 and SDLT4 question 25). Enter here the total of these calculations in respect of all the linked leases.

The rate of tax, other than on the rental element of leases, depends on the amount of chargeable consideration for the transaction or, if linked with one or more land transactions (see question 13), the total chargeable consideration other than rent for the linked transactions.

**The amount of tax will usually match the payment enclosed** and entered on a payslip or paid by other means, see section 5 *Paying Stamp Duty Land Tax*.

Exceptions are where we have agreed to defer payment and you have entered details on a supplementary return form SDLT4 or if your payment is the sum of the tax due at question 14 and any penalty/interest due.

**Always show the total remitted at question 15.**

**15** **Total amount enclosed or otherwise paid.** *You must answer both parts of this question.*

Show here the total amount being paid. See paragraph 5.1 'How to Pay' including BACS, CHAPS, BillPay, Internet and telephone banking.

**There are penalties for filing late.** See paragraph 3.1 onwards.

If your payment includes an appropriate penalty and/or interest because of the late notification and/or payment of the tax, show this by entering 'Yes' in the second part. Enter 'No' if it does not.

In addition the purchaser may be liable to a tax-related penalty which will not exceed the amount of tax chargeable for the transaction.

**If no tax is enclosed or otherwise paid enter 0.**

## Form SDLT1 questions 16 to 25

Questions 16 to 25 are only relevant to leases and cases with lease involvement for which you must enter code **L** or code **A** at question 2. If at question 2 you have entered **F** or **O** you must not complete any of questions 16 to 25. That is, questions 16 to 25 can be left blank on the SDLT1 form if your land transaction is not for the grant or assignment (in Scotland assignment) of a lease or of a freehold subject to a lease. If at question 2 you entered **A**, you must complete questions 16, 17, 18, 19, 20 and 21. If at question 2 you entered **L**, you must complete all relevant questions in this section.

## About leases

### If the transaction involves:

- the grant of a lease subject to subleases, give details of the lease granted (landlord's interest) here and of the subleases (underleases) on a separate schedule, see [www.hmrc.gov.uk/so/sdlt-sublease-guide.htm](http://www.hmrc.gov.uk/so/sdlt-sublease-guide.htm)
- the assignment (in Scotland assignment) of a lease subject to subleases, give details of the lease interest at questions 16 to 21. You do not need to submit details of the subleases
- the sale of a freehold, in Scotland ownership, subject to one lease, enter the lease details at questions 16 to 21
- the sale of a freehold, in Scotland ownership, subject to more than one lease, enter the details for only one lease at questions 16 to 21. All others should be shown on the schedule at [www.hmrc.gov.uk/so/sdlt-sublease-guide.htm](http://www.hmrc.gov.uk/so/sdlt-sublease-guide.htm)
- a payment to a tenant for the surrender of a lease, or a payment by a tenant for a freehold or leasehold reversion, or in Scotland ownership of the land, give details at questions 16 to 21 of the lease which this transaction has brought to an end.

### Shared ownership leases

There are special rules for a shared ownership lease. For all shared ownership leases go to [www.hmrc.gov.uk/manuals/sdltmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdltmanual/index.htm) and look for SDLTM27080 *Reliefs: Right to buy transactions, shared ownership leases etc.*

16

**Type of lease.** You must answer this question if A or L entered at question 2.

Select one code to describe the property leased.

|                 |   |
|-----------------|---|
| Residential     | R |
| Non-residential | N |
| Mixed           | M |

SDLT1 question 1 provides further information about these categories. The code you select for question 16 must correspond with the type of property code selected for question 1.

**17 Start date of lease.** *You must answer this question if A or L entered at question 2.*

Enter the date from which the term or period of the lease runs as shown in the lease. In Scotland a lease includes missives of let that are not to be completed by the grant of a new lease.

The date must be shown in the format dd/mm/yyyy. If the day or month has a value less than 10 enter 0 and then the single digit.

Please note that on the grant of a new lease (code L) this may not be the same as the start date used in the calculation of tax on the rental agreement.

The system will not accept a start date earlier than 01/01/1500. In the exceptional circumstance that your lease starts before 01/01/1500 simply enter 01/01/1500 as the start date.

**18 End date of lease.** *You must answer this question if A or L entered at question 2.*

**SDLTM14015** This is the date that the lease is expressed to come to an end, not the break point or review date.

For a periodic tenancy in England & Wales or Northern Ireland enter the date the first period comes to an end.

The date must be shown in the format dd/mm/yyyy. If the day or month has a value less than 10 enter 0 and then the single digit.

If the lease ends after 9999, then simply enter 9999 as the answer to the year at this question.

**19 Rent-free period.** *You must answer this question if A or L entered at question 2.*

If an existing lease is acquired or a new lease is granted or treated as granted and, starting from the effective date as shown at question 4, (or, if later, the term commencement date), there are any periods when the tenant will not have to pay rent, show the total number of months for such periods.

Round up to a whole number of months. If there is no rent-free period leave blank.

The system will not accept a figure higher than 99. In the exceptional circumstance that the rent-free period is more than 99 months simply enter 99 as the answer to question 19.

- 20 **Starting rent.** *You must answer this question if you entered A or L at question 2.*

**First part** - show here the starting rent.

- On the grant of a new lease or the acquisition of an existing lease:
  - enter the current rent as at the effective date entered at question 4 or, if later, the term commencement date. But show the rent payable after the expiry of any initial rent-free period if there is one.
- On the surrender of a lease or the acquisition by a tenant of the freehold or superior leasehold reversion, bringing that lease to an end:
  - enter the final rent immediately before the effective date entered at question 4 for the lease that this transaction has brought to an end.
- On the transfer of a freehold, in Scotland ownership, subject to a lease:
  - enter the current rent under the lease and
  - if there is more than one lease give details of other leases using the schedule provided by the Stamp Taxes website, go to [www.hmrc.gov.uk/so/sdlt-sublease-guide.htm](http://www.hmrc.gov.uk/so/sdlt-sublease-guide.htm)

If shown in the lease as a rent for a week, month or other period, please convert to the appropriate annual (yearly) amount.

If the rent is in pre-decimal currency, that is, shillings and pence, please convert to decimal currency and round up to the nearest £1.

If the landlord has elected to charge VAT the rent given should include the VAT.

**Second part** - show the date that the rent entered in the first part of the question will end. The date must be shown in the format dd/mm/yyyy. If the day or month has a value of less than 10 enter 0 and then the single digit.

If the date that the rent entered in the first part of the question will end exceeds the number of boxes available (for example for a 10,000 year term), please insert the number 9999 at this question.

If a lease has been surrendered (second bullet point above) this will normally be the same as the effective date entered at question 4.

If you answer the second part of this question you must also answer 'Yes' or 'No' in the third part.

**Third part** - if the amount of rent to be charged after that date is known, answer 'Yes'. If not known answer 'No'.

- 21 **VAT amount.** *You must answer this question if you entered A or L at question 2.*

Show the actual amount of VAT if any, included in the starting rent at question 20 plus any VAT included in the total premium payable shown at question 22.

**22 Total premium.** *Only complete this question if you entered L at question 2.*

If the tenant has paid a capital sum (any form of consideration, see question 12) to the landlord or any other person for the grant of a new lease, show the amount here including any VAT payable. If this transaction is linked to the grant of any other lease, enter the premium only for this lease as returned on this SDLT1. For linked leases see question 13.

For rent payable before the completion of a lease, go to [www.hmrc.gov.uk/manuals/sdltmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdltmanual/index.htm) and look for SDLTM17115.

**If there is no premium, for example for a lease at a full rack rent, enter 0.**

**23 Net present value.** *Only complete this question if you entered L at question 2.*

**SDLTM13075** Calculate the net present value (NPV) by applying the formula in paragraph 3 Schedule 5 Finance Act 2003. Include in the calculation any VAT actually payable on the rent. An Internet calculator is available on the Stamp Taxes website

[www.hmrc.gov.uk/sdlt/calculate/calculators.htm](http://www.hmrc.gov.uk/sdlt/calculate/calculators.htm)

If this transaction is linked to the grant of any other lease enter the NPV only for this lease as returned on this SDLT1. If part or all of the rent on which the NPV is based is contingent or uncertain your calculation must use a best estimate. See SDLTM13135 and also complete form SDLT4.

If there is no net present value, for example for a long lease granted for a premium but with a peppercorn rent, enter 0.

**24 Total tax due – premium.** *Only complete this question if you entered L at question 2.*

Tax on a premium is calculated on the figure in question 22. The rate of tax is determined by the total at question 13 if this transaction is one of a series of linked transactions. See [www.hmrc.gov.uk/so/rates/index.htm](http://www.hmrc.gov.uk/so/rates/index.htm)

For non-residential or mixed use leases where the annual rent on a lease is £1,000 or more, the normal 0% threshold that would have effect at £150,000 is withdrawn and SDLT is charged at 1%. Where the annual rent is less than £1,000 then the 0% threshold applies for non-residential or mixed use leases.

If there is no premium, for example for a lease at a full rack rent, enter 0. If full relief from tax is claimed, enter 0.

**25 Total tax due – NPV.** *Only complete this question if you selected L at question 2.*

After applying the formula to calculate the NPV (question 23), calculate the amount of tax as shown at [www.hmrc.gov.uk/so/rates/index.htm](http://www.hmrc.gov.uk/so/rates/index.htm)

Please note that the total of NPVs from all linked grants of lease share only one threshold allowance apportioned according to the individual NPV.

**If there is no net present value, enter 0. If full relief from tax is claimed, enter 0.**

**Example**

Linked commercial property leases (not successive leases)

Lease A NPV £300,000

Lease B NPV £600,000

Total NPV £900,000.

Total tax payable on the leases: £900,000 less £150,000 x 1% = £7,500.

Tax due on lease A  $300,000/900,000 \times £7,500 = £2,500$ .

Tax due on lease B  $600,000/900,000 \times £7,500 = £5,000$ .

## Form SDLT1 questions 26 to 73

### About the land

**26** **Number of properties.** *You must answer this question.*

Show how many properties, that is:

- separate chargeable interests
- separate plots of land, or
- separate interests to be registered

are being acquired or leased by the purchaser in this transaction. This will determine the number of certificates received if requested at question 27. Examples are given below. Use figures only, that is 1, 2, 3; not one, two, three.

The transfer of a freehold or a lease or the grant of a new lease of a single building or plot of land under multi-occupation, such as an office block, block of flats, shopping mall or industrial estate. If this transaction is for the transfer of only one chargeable interest, enter 1.

For the transfer of a freehold or the grant of a new lease, if any part or parts of the property are subject to one or more leases at the effective date of the transaction, submit with the SDLT1 a separate schedule of these leases which you can download from the Stamp Taxes website at [www.hmrc.gov.uk/so/sdlt-sublease-guide.htm](http://www.hmrc.gov.uk/so/sdlt-sublease-guide.htm) See Section 2C for form SDLT4.

**Example**

Three separate areas of land forming part of Home farm are sold in a single freehold transaction. This is treated as 3 properties. A separate form SDLT3 must be completed for each of the other 2 properties. But on the sale or grant of a lease, or the sale of a freehold subject to leases, for the same 3 areas of land, a separate form SDLT4 must be completed for each of the other 2 properties.

Where transactions are linked, if you are using one form SDLT1 and supplementary forms to return transactions of the same kind, show here the total number of properties for all linked transactions.

If each of the linked transactions is returned on a separate SDLT1, show the number of properties for the transaction entered on this SDLT1; do not enter the total number of properties for the linked transactions.

If the transaction involves more than one registered title you will require either separate certificates or a schedule showing all the titles. Each title must be individually identified:

- the first title on this SDLT1, questions 28 to 33
- if question 2 is **F** or **O** subsequent titles go on separate forms SDLT3, questions 1 to 9
- if question 2 is **A** or **L** subsequent titles go on separate forms SDLT4, questions 8 to 14.

**27** **Certificate(s) for more than one property.** *You must answer this question if at question 26 you entered a number greater than 1.*

This question is only relevant where more than one property is included on the return. Generally we will issue one *Revenue certificate*, form SDLT5, for one return. This certificate is evidence to HM Land Registry, Registers of Scotland or Land Registry (or Registry of Deeds) of Northern Ireland of delivery of a Land Transaction Return, and needs to be submitted when applying for registration of title or document.

If you have included more than one property at question 26 and you do not complete this question, only one *Revenue certificate* with a schedule of all properties to be included in the certificate will be issued.

All the properties will have to be registered at the same time. If a return includes more than one property and you require a *Revenue certificate* for each of them, please answer 'Yes'.

**28** **Address of land.** *You must answer this question.*

Give the full postal address including a postcode if there is one.

If the property has neither postcode nor building number, leave parts 1 and 2 blank. In part 3 you must then provide sufficient description of the nature and location of the property to identify it accurately. For example, give the dimensions stated in the instrument (by attaching a plan) or by describing the boundaries fully, so that it may be identified. When using a paper form there is a maximum of 56 characters.

If more space is needed please go to part 4, which must be completed, and answered 'Yes'. Supplementary return SDLT3 must then be completed for the overflow from part 3 of the address or description of the property and its location. This supplementary return must be enclosed with the form SDLT1 and reflected in your answer to question 70.

If you do not require more space than is given in part 3 answer 'No' in part 4.

If any mineral rights are expressly reserved in this transaction, you must complete supplementary return form SDLT4 and enclose it with the SDLT1.

You must provide a separate plan for all transactions involving land that is not covered by a postal address. At question 33 answer 'Yes'.

**29 Local authority number.** *You must answer this question.*  
 Give the number of the local authority in whose area the lead property is situated. If a property straddles a local authority boundary enter the code for either, preferably the authority into whose area most of the property falls.

A list of local authority codes is printed in the Appendix.

**30 Title number**  
 If the property transferred is registered give the title number for the:

- sale of a registered freehold or in Scotland, ownership
- the assignment of a lease, in Scotland assignation of a tenancy, for the whole or part of the land.

Leave blank for the:

- sale of an unregistered freehold, in Scotland ownership
- grant of a new lease, in Scotland tenancy, out of a registered title
- assignment of an unregistered lease, in Scotland assignation of an unregistered tenancy subject to first registration.

For Northern Ireland properties give the folio number.

If more than one title relates to separately identifiable areas or interests enter one here and the others on either forms SDLT3 (code **F** or **O** at question 2) or SDLT4 (code **A** or **L** at question 2).

**31 NLPG UPRN**

These initials stand for 'National Land and Property Gazetteer Unique Property Reference Number'. This reference is increasingly used by many public authorities as a common property address reference.

Leave blank if not available but if you know or are readily able to find the number then enter it here.

The full reference should be of 14 characters or less. **Do not leave any spaces.**

**32 Area of agricultural or development land**

The area of land can be shown in hectares or square metres. If you show square metres please use whole numbers only.

**If you indicate either hectares or square metres**, you must provide a numerical value for 'Area'. If you provide a numerical value for 'Area', you must indicate either hectares or square metres.

**Do not use commas (write 100000, not 100,000).**

**Answer this question only if any agricultural or development land is within the transaction.**

**33 Plan of land.** *You must answer this question by entering 'Yes' or 'No' as appropriate.*

You must provide a plan for all transactions involving land that is not covered by a postal address.

Make sure that the scale is shown on the map supplied or the map is endorsed 'Not to Scale' if this is the case. You must show the plan itself or on its reverse the reference number of this return, as taken from the payslip, the address or description of the land as shown at question 28 and the local authority code at question 29.

In Scotland, if there is no Ordnance Survey plan available for unregistered land, provide the written description or any other plan submitted as part of the application for first registration.

## About the vendor

For the purposes of the Stamp Duty Land Tax Return the vendor includes a landlord or lessor who grants a lease or a transferor (assignor) who transfers (assigns) a lease.

**34** **Number of vendors.** *You must answer this question.*

Show the number of vendors. Use figures only, that is 1, 2, 3; not one, two, three.

If more than one, complete questions 45 to 48. If more than two, also complete a supplementary return form SDLT2 for each additional vendor.

**35** **Title of (first) vendor**

Enter the title that applies if the (first) vendor is an individual. The vendor's first name must also be shown at question 37.

**36** **Family or company name of (first) vendor.** *You must answer this question.*

Enter the surname (family name) or company name of the vendor. You may use no more than 28 characters, including spaces. If necessary abbreviate. If this transaction has more than one vendor enter the surname of the first named vendor.

If the vendor is a company or a partnership, show the company or partnership name and move to question 38.

**37** **First name of (first) vendor**

Only enter the first name where the first vendor is an individual. You must have first entered a title at question 35. You may use no more than 28 characters all of which must be letters or spaces. Hyphens or other symbols cannot be used in this answer.

**38** **Address of (first) vendor.** *You must answer this question.*

Show the postal address of the person named in question 36. If the address of their residence is not available to you show their contact address. If the vendor is a limited company the address of the registered office should be shown.

**39** **Agent's name**

If the vendor has someone acting as their agent, for example a solicitor, licensed conveyancer or accountant, show the name of that person or firm

here and complete questions 40 to 44.

You may use no more than 28 characters, including spaces. If necessary, please abbreviate. Leave blank if the vendor/seller is acting for themselves. If another vendor/seller is involved, go to question 45. Otherwise go to question 49.

- 40 Agent's address**  
If there is an agent complete **either** question 40 **or**, if the agent uses DX, question 41.
- 41 Agent's DX and Exchange**  
This must be completed if you have not supplied a full address for question 40.  
You may use no more than 28 characters, including spaces. You must follow the instructions given on page 15, *Completing the forms for automatic processing*.
- 42 Agent's email address**  
You may use no more than 36 characters, including spaces.
- 43 Agent's reference**  
You may use no more than 14 characters, including spaces. If necessary, abbreviate.
- 44 Agent's telephone number**  
You may use no more than 14 characters, including spaces.
- 45 Title of second vendor**  
If you completed question 34 to show more than one vendor, enter the title of the second vendor if an individual. The second vendor's first name must be shown at question 47.  
  
If at question 34 you have shown a number greater than 2, you must complete forms SDLT2 for all except the first two vendors who are shown on the SDLT1.
- 46 Family or company name of second vendor**  
If this transaction has more than one vendor you must insert the surname of the second named vendor. If the vendor is a company or a partnership, show the company or partnership name and move to question 48.  
You may use no more than 28 characters, including spaces.  
If necessary, abbreviate.
- 47 First name of second vendor**  
Only enter the first name where the second vendor is an individual. You must have first entered a title at question 45. You may use no more than 28 characters all of which must be letters or spaces. Hyphens or other symbols cannot be used in this answer.

### *Additional vendor*

**48 Address of second vendor**

Show the postal address of the person named at question 46. If it is the same address as the one given at question 38 indicate this in the first part. If it is not the same address you must complete the remaining parts of the question. If the address of their residence is not available to you, show their contact address. If it is a limited company, show the address of the registered office.

**49 National Insurance number of first purchaser**

You must answer this question if the first named purchaser is an individual who has a permanent National Insurance number. In all other cases you must complete either question 50 or 51. The National Insurance number is formed of 9 characters without any spaces. The first 2 characters must be letters, the next 6 numeric and then a final letter. If the final letter is not known, leave the last box blank.

**Do not** enter a temporary National Insurance number, initial letters TN, instead leave blank.

If you have given a National Insurance number you must give a date of birth for the first purchaser (the person for whom you have given a National Insurance number). If you have not given a National Insurance number the date of birth must be left blank.

**50 VAT Registration Number**

**Do not answer this question if you have answered question 49. Instead go directly to question 52.** If you have not answered question 49 and the first purchaser does not have a VAT Registration Number, go to question 51.

**51 UK company or partnership UTR, or non-UK tax reference**

**Do not answer this question if you have answered either question 49 or question 50. Instead go directly to question 52.** If you have a UK company or partnership UTR number, enter it here. If you do not have either of these numbers, give any tax reference or other registration number for the purchaser in part 2 of this question and the place (for instance, as appropriate, the town, city, state, canton etc. as well as country) that issued that reference or registration.

**If you don't have any tax reference,** you will need a reference from HMRC before you will be able to submit a valid return. To get a reference, contact the helpline on **0845 603 0135**, explain the position and leave a contact phone number. HMRC Stamp Taxes will contact you within 24 hours and take the purchaser's details. If appropriate, they will give you a reference number, which must be used for this and all subsequent land transaction notifications for that purchaser.

## About the purchaser

- 52** **Number of purchasers.** *You must complete this question.*  
If more than one purchaser, complete questions 67 to 71.  
If more than two, complete a separate supplementary return, form SDLT2 for each additional purchaser.

For the purposes of the Stamp Duty Land Tax Return, purchaser includes a tenant, lessee or transferee who acquires or is granted a lease or tenancy and the acquirer of any other interest.

As purchasers are jointly and severally liable for the tax it makes no difference which name appears on which form (SDLT1 or SDLT2).

A partnership counts as a single purchaser.

Where the purchaser is a bare trustee acting on behalf of a beneficial owner, enter the beneficial owner. Use figures only, that is 1, 2, 3; not one, two, three.

- 53** **Title of first purchaser**  
Enter the correct title of the purchaser if an individual. You should also show the purchaser's first name at question 55.

- 54** **Family or company name of purchaser.** *You must answer this question.*  
Enter the first named purchaser's surname (family name).

If the purchaser is a partnership, a company or other corporate body, enter the appropriate name and go to question 56. Also complete supplementary form SDLT4 if the purchaser is a company. The named purchaser must be the beneficial owner, see guidance for question 57.

You may use no more than 28 characters, including spaces.  
If necessary, abbreviate.

- 55** **First name of first purchaser**  
Only show the first name where the first purchaser is an individual.  
You must have first entered a title at question 53. You may use no more than 28 characters.

- 56** **Address of first purchaser.** *You must answer this question.*  
Show the address of the person named at question 54, **correct as from the effective date at question 4.**

If it is the same address as that given at question 28 (address or situation of property bought), indicate this in the first part. If it is not the same address you must complete the remaining parts of the question. If the purchaser is a limited company show the address of the registered office.

- 57** **Purchaser as trustee.** *You must answer this question.*

If the interest in land is acquired on trust and the purchaser is a trustee or is one of several trustees answer 'Yes'.

**Answer 'No' in all other cases including:**

- in England and Wales and in Northern Ireland where co-owners hold on trust for themselves



For more information about trustees and their responsibilities, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM31700.

- where bare trustees (nominees) are acting on behalf of the beneficial owner. The person(s) for whom the bare trustees (nominees) act is responsible for completing and signing the Land Transaction Return as the true purchaser (beneficial owner).

**58 Purchaser's daytime telephone number**

Show the purchaser's phone number. This will help us if we need to contact the purchaser about the return. Please use no more than 14 characters. Do not use spaces.

**59 Purchaser and vendor connected.** *You must answer this question.*

Answer 'Yes' if any purchaser is connected with any vendor; if not then answer 'No'.

**Examples**

- Husband and wife are connected.
- A person is connected with his or her brother or sister, his ancestor or lineal descendant.
- A person is connected with a company that he or she controls and two companies are connected if the same person controls both of them.

**60 Address for certificate.** *You must answer this question.*

Show where the *Revenue certificate*, form SDLT5, should be sent.

On receipt of a properly completed return we will issue a certificate.

This certificate must be presented when applying for registration of title or documents.

If you select 'agent', the *Revenue certificate* will be sent to the agent whose details you provide in questions 62 and either 63 or 64.

If you select 'property' it will be sent to the address shown for question 28 and if you indicate 'purchaser' it will go to the address shown for question 56.

**61 Authority to act.** *You must answer this question if you enter an agent's name at question 62.*

Question 60 only concerns the address to which the *Revenue certificate*, form SDLT5, is to be sent. This is a separate question concerning any further information we may need to obtain from you.

Answer 'Yes' if any correspondence arising from the submission of this return is to be dealt with by an agent. If not, answer 'No'.

We expect that the majority of Land Transaction Returns will be completed on the purchaser's behalf by a solicitor, licensed conveyancer or accountant.

The purchaser needs to decide whether they wish any correspondence arising from the submission of the return to be dealt with by an agent. It remains the purchaser's responsibility to ensure that the return is completed fully and truthfully and that the correct amount of tax is paid. That responsibility is accepted by signing the declaration in question 73.

**62 Agent's name.** *You must answer this question if you have answered 'Yes' at question 61 and/or have selected agent's address at question 60.*

If the purchaser has someone acting as their agent, for example a solicitor, licensed conveyancer or accountant, show that person's name here and complete questions 63 to 66. You may use no more than 28 characters, including spaces. If necessary, please abbreviate.

If the purchaser is acting for themselves leave blank. Go to question 67 if another purchaser is involved or go to question 72 if not.

**63 Agent's address**

If there is an agent shown at question 62, **either** question 63, **or** question 64 if the agent uses DX, must be completed.

**64 Agent's DX and Exchange**

This must be completed if you have not supplied a full address for question 63.

You may use no more than 28 characters, including spaces. You must follow the instructions given on page 15, *Completing the forms for automatic processing*.

**65 Agent's reference**

You may use no more than 14 characters, including spaces.

**66 Agent's telephone number**

You may use no more than 14 characters, including spaces.

**67 Title of additional purchaser**

If you completed question 52 to show more than one purchaser, enter the correct title of the second purchaser if an individual. The second purchaser's first name must also be shown at question 69.

If at question 52 you have shown a number more than 2, you must complete a supplementary return, form SDLT2 for all except the first two purchasers (as these will already be shown on this return, form SDLT1).

**68 Family or company name of second purchaser.** *If this transaction has more than one purchaser you must complete this question.*

Enter the second named purchaser's surname (family name).

If the purchaser is a partnership, a company or other corporate body, enter the appropriate name and go to question 70. Also complete supplementary form SDLT4 if the purchaser is a company.

You may use no more than 28 characters, including spaces.

If necessary, abbreviate.

## *Additional purchaser*

69

**First name of second purchaser**

Only show the first name where the second purchaser is an individual. You must have first selected or entered a title at question 67. You may use no more than 28 characters.

70

**Address of second purchaser**

Show the address of the person named at question 68, correct as from the effective date. If it is the same address as shown for the first purchaser indicate this in the first part. If it is not the same address you must complete the remaining parts of the question. If the second purchaser is a limited company show the address of the registered office.

71

**Second purchaser acting as trustee.** *If there is a second purchaser you must answer this question.*

If the second purchaser is a trustee or is one of the several trustees, answer 'Yes'. Answer 'No' if the second purchaser is not acting as a trustee. If there is not a second purchaser, leave blank. Follow the guidance at question 57.

72

**Number of supplementary forms enclosed.** *You must complete each of the three parts of this question whether you have or have not used supplementary forms.*

For each type of supplementary form show how many are enclosed with the SDLT1. If you are not enclosing any supplementary form of a particular type, please enter 0 in that part of the question.

Check that the numbers of each of the supplementary forms enclosed are consistent with the figures entered at questions 34 and 52 and at 26 and 28 part 4.

## Additional supplementary forms



### Supplementary forms

#### **SDLT2 Additional vendor/purchaser details**

Use when there are two or more sellers and/or two or more buyers.

#### **SDLT3 Additional details about the land**

Use when land is involved and more space than is provided on form SDLT1 is needed.

#### **SDLT4 Additional details about the transaction, including leases**

Use for complex commercial transactions and leases.

#### **SDLT2**

Check that the number of supplementary forms you enclose is consistent with the information you have entered at questions 34 and 52.

If there are either one or two vendors and either one or two purchasers you will not require any supplementary forms SDLT2. A second vendor must be returned on the SDLT1 in the section beginning at question 45 and a second purchaser must be returned on the SDLT1 in the section beginning at question 67. But where there are 3 or more vendors and/or 3 or more purchasers, a separate SDLT2 for the third and each subsequent vendor or purchaser is necessary.

#### **Example**

If the transaction involves two vendors and four purchasers you will need two supplementary forms SDLT2 (one for each of the third and subsequent purchasers).

If the transaction involves four vendors and four purchasers you will need four supplementary forms SDLT2 (one for each of the third and subsequent vendors and one for each of the third and subsequent purchasers).

**SDLT3**

Check that the number of supplementary forms you enclose is consistent with the information you have entered at questions 26 and 28 part 4 (Yes/No).

If there is more than one property included you will need a supplementary form SDLT3 for each additional property for all cases where the transaction has been described at question 2 as **F** or **O**. You also need an SDLT3 in all cases if there has been insufficient space at question 28 part 3 to fully provide the address or identify the situation of the land - you will have selected 'Yes' at question 28 part 4 of the SDLT1.

**Example**

If the transaction involves four properties and there is insufficient space at question 28 part 3 for the full address of the first property, you will need four supplementary forms SDLT3 (one for the remainder of the address of the first property and three being one for each of the other three properties).

If the transaction involves six properties and at question 28 part 3 the full address of the first property has been entered, you will need five supplementary forms SDLT3 (one for each of the other five properties).

**SDLT4**

Use form SDLT4 if:

- the purchaser, or any one of the purchasers, is a company
- question 1 of this form shows code **02** (mixed property) or code **03** (non-residential property)
- the property transaction is included in the sale of a business or in the sale of part of a business
- any part of the consideration other than rent is contingent or uncertain
- the terms of the current transaction include the reservation of minerals or mineral rights
- you have applied to HM Revenue & Customs for either a post-transaction ruling in accordance with Code of Practice 10 or for advice on the application of the law to this transaction
- there is a single grant of lease (code **L**) or a single assignment of lease (code **A**) involving multiple properties
- more than one property etc. is entered at question 26 and at question 2 the code is **L** or **A**
- there is a linked lease, see guidance notes for question 13
- there is a grant of a lease of a mixed use or non-residential property where questions 26 to 37 of the SDLT4 have to be completed.

**Declaration****Signature box**

The purchaser is responsible for the information given in this Land Transaction Return and in any supplementary forms and schedules that are enclosed.

**This applies even if the forms have been completed by someone else acting on the purchaser's behalf.**

For more information, see *Signing the Land Transaction Return* on page 12.

## Notes to help you fill in the supplementary forms

For the majority of residential purchases involving no more than two purchasers and two vendors, you will only need to complete form SDLT1. For some other transactions you may need supplementary forms.

### Form SDLT2 - Additional vendor/ purchaser details

Use form SDLT2 where there are more than two purchasers or more than two vendors.


To complete this return, refer to the table below.

| Form SDLT2, to answer question | Refer to SDLT1 guidance for question |
|--------------------------------|--------------------------------------|
| 1                              | n/a                                  |
| 2                              | 35/53                                |
| 3                              | 36/54                                |
| 4                              | 37/55                                |
| 5                              | 38/56                                |
| 6                              | 59                                   |
| 7                              | 57                                   |
| 8                              | 73                                   |

### Form SDLT3 - Additional details about the land

Use form SDLT3 if:

- for any transaction, question 28 on the SDLT1 gives you insufficient space to fully identify the property. If that is the reason this must be indicated at question 5 part 4.
- for transactions returned at question 2 as **F** or **O** (freehold transactions with no lease involvement and other transactions), there is more than one property.

 For more information about supplementary forms SDLT2, SDLT3 and SDLT4, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM60210.

If you have entered code **A** or **L** for the transaction at question 2 of the SDLT1 the **only** reason to complete form SDLT3 will be that question 28 of form SDLT1 provides insufficient space to identify the property, or the first property, if more than one.

To complete this return, refer to the table below.

| Form SDLT3, to answer question | Refer to notes for form SDLT1, question |
|--------------------------------|---|
| 1                              | 1                                       |
| 2                              | 29                                      |
| 3                              | 30                                      |
| 4                              | 31                                      |
| 5                              | 28                                      |
| 6                              | 32                                      |
| 7                              | see note for SDLT4, question 6          |
| 8                              | 33                                      |
| 9                              | 3                                       |

## Form SDLT4 – Additional details about the transaction, including leases

All purchasers should read the paragraphs below to check if they need to complete section 1 of form SDLT4.

Form SDLT4 is in two sections:

- *About the transaction* (questions 1 to 7)
- *About leases* (questions 8 to 37).

The following guidance covers section 1, form SDLT4 questions 1 to 7.

**Consider whether any one of the six points below apply.**

If so, complete all relevant questions in this section of the form.

- The purchaser, or any one of the purchasers, is a company.
- Question 1 of form SDLT1 shows code **02** (mixed property) or code **03** (non-residential property).
- The property transaction is included in the sale of a business or in the sale of part of a business.
- Any part of the consideration other than rent is contingent or uncertain.
- The terms of the transaction include the reservation of minerals or mineral rights.
- You have applied to us for either a post-transaction ruling in accordance with Code of Practice 10 or for advice on the application of the law to this transaction.

## Notes to help you fill in form SDLT4 questions 1 to 7

### About the transaction



For more information about goodwill, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM04005.

For more information about fixtures and fittings, look for SDLTM04010.

For more information about just and reasonable apportionment, look for SDLTM04000.

1

### Sale of business

Complete this question if the transaction is part of the sale of a business (or of part of a business) by which an interest in land (for example, land and buildings) is transferred together with other assets that do not attract Stamp Duty Land Tax. Please identify these non-chargeable assets by selecting the appropriate categories.

A payment for goodwill that is part of the land is part of the chargeable consideration for Stamp Duty Land Tax purposes. The price paid for this goodwill should be included in the figure shown at question 10 of the SDLT1 where code **A**, **F** or **O** has been entered at question 2.

'Fixtures and fittings' may include assets that are in law part of the land (the strict meaning of 'fixtures'). A payment for fixtures is part of the chargeable consideration for Stamp Duty Land Tax purposes and should be included in the figure shown at question 10 of the SDLT1 where code **A**, **F** or **O** has been entered at question 2.

If you complete the first section of this question you must also complete the second part to show the total amount of consideration apportioned to the non-chargeable assets. The apportionment must be made on a just and reasonable basis. However if the non-chargeable assets were transferred for nil consideration do not enter '0' but leave the second part of the question blank.

**2 Property for commercial use**

If the property is used wholly or in part for a commercial use or uses, choose from the options given on the return. If appropriate enter more than one.

**3 Post-transaction rulings and Code of Practice 10**

A post-transaction ruling is a ruling by HM Revenue & Customs on the application of tax law to a specific transaction after that transaction has taken place.

Code of Practice 10 tells you when we will give a post-transaction ruling and how to apply for one. Answer 'Yes' if you have applied for a ruling.

If you answer 'Yes' you must in the second part of the question show whether or not you have followed that ruling or if you have not received a ruling but have applied for one. If you answer 'No' in the first part of the question, leave all other parts of the question blank.

**4 Consideration which is contingent or dependent on uncertain future events**

The payment of consideration, or an element of it, may be dependent on a future event, such as the granting of planning permission, or the final amount payable may be unknown until a future date.

Answer 'Yes' if any consideration is contingent on a future event or if an element of the consideration cannot be quantified until a future date; also complete question 5. Answer 'No' if it is only rent that is contingent on a future event, but give details at questions 29 to 33 if you also have to complete part 2 of this form.

**5 Agreement to defer payment of Stamp Duty Land Tax**

If you have answered 'Yes' at question 4 because some part of the consideration is contingent or uncertain, answer 'Yes' if you have an agreement with HM Revenue & Customs that payment of any part of the Stamp Duty Land Tax may be deferred.

An application for deferred payment must be received by Birmingham Stamp Office by the filing date. The application should be marked 'SDLT Deferment Application'. It helps us to give an early decision on a deferment if it is made as far in advance of the filing date as possible.

**i** For more information about pre-transaction and post-transaction rulings, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM51000.

**i** For more information about contingent, uncertain or unascertained consideration, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM05010.

For more information about deferring payment, look for SDLTM50900.

**6 Reserved minerals and mineral rights**

Any mineral rights (historic or new) which are expressly excluded from this sale should be indicated here. Enter the appropriate code from the table.

**If more than one mineral or mineral right is reserved, enter code 01.**

|                              |    |                 |    |
|------------------------------|----|-----------------|----|
| <b>If more than one type</b> | 01 | Granite         | 19 |
| Anhydrite                    | 02 | Gypsum          | 20 |
| Barytes                      | 03 | Ironstone       | 21 |
| Brickearth                   | 04 | Lead            | 22 |
| Calcite                      | 05 | Limestone       | 23 |
| Chalk                        | 06 | Marl            | 24 |
| Chert                        | 07 | Oil             | 25 |
| Clay - ball                  | 08 | Peat            | 26 |
| Clay - brick                 | 09 | Potash          | 27 |
| Clay - cement                | 10 | Salt            | 28 |
| Clay - china                 | 11 | Sand            | 29 |
| Clay - silica                | 12 | Sand and gravel | 30 |
| Coal                         | 13 | Sandstone       | 31 |
| Feldspar                     | 14 | Shale           | 32 |
| Fireclay                     | 15 | Slate           | 33 |
| Flint                        | 16 | Tin             | 34 |
| Fluorspar                    | 17 | Vein minerals   | 35 |
| Fuller's earth               | 18 | Other           | 36 |

**7 Description of the purchaser**

Describe the first purchaser by entering all appropriate codes from the list below:

|   |    |
|---|----|
| Unincorporated builder                          | 01 |
| Unincorporated sole trader other than a builder | 02 |
| Individual other than sole trader               | 03 |
| Partnership                                     | 04 |
| Local authority                                 | 05 |
| Central government                              | 06 |
| Public corporation                              | 07 |
| Property company                                | 08 |
| Bank  | 09 |
| Building society                                | 10 |
| Insurance/Assurance company                     | 11 |
| Superannuation or pension fund                  | 12 |
| Other financial institution                     | 13 |
| Other company                                   | 14 |
| Other, including charity                        | 15 |

## Do you need to fill in form SDLT4 questions 8 to 37?

### About leases

#### Use the *About leases* section of SDLT4 for

the **grant of a lease**, which is shown as either 'mixed' code **02** or 'non-residential' code **03** at question 1 of the SDLT1

a **single transaction** to acquire **multiple leasehold properties** by **grant or assignment** or in Scotland **assignation** - separate chargeable interests or separate plots of land, the number having been entered on form SDLT1 at question 26 and the first property identified at question 28. Enter each property on a separate form SDLT4

a **single transaction** to acquire multiple freehold properties that are subject to leases to notify the second and subsequent freehold titles

**linked leasehold transactions.** If a lease is linked to the lease shown in the *About Leases* section of the SDLT1 and it:

- shares the same effective date, **and**
- has identical purchasers and identical vendors, **and**
- comes within exactly the same code, either **A** or **L** for question 2 of SDLT1, **and**
- in common with all the other linked leases *either*
  - is claiming no relief at all (answer 'No' in the first part of question 9 of the SDLT1), or
  - is claiming exactly the same kind of relief (the code for that relief is entered in part two of question 9 of the SDLT1)

you may use SDLT1 for the first lease and multiple forms SDLT4, one each for the other leases giving details of the linked lease in this part. See notes for question 13 of the SDLT1.

#### Do not use the *About leases* section of SDLT4 for

the **grant** of a lease of a single property used wholly and exclusively as a private residence, shown as 'residential' code **01** at question 1 of the SDLT1

the **assignment** or in Scotland **assignation**, of a lease of a single property

the **surrender** or **renunciation** of a lease of a single property

notifying one or more leases to which the property is subject. If the chargeable transaction entered on the SDLT1 was the acquisition of a freehold or grant of a head-lease subject to underleases (subleases) make a return by using a schedule.

You can download the schedule from the Stamp Taxes website, go to [www.hmrc.gov.uk/so/sdlt-sublease-guide.htm](http://www.hmrc.gov.uk/so/sdlt-sublease-guide.htm) or phone the Helpline on **0845 603 0135**.

| Transaction  | SDLT4 questions for completion   | Notes   |
|--|--|---|
| Transaction where there is a lease involved (code <b>A</b> on SDLT1 question 2) with multiple properties                             | Questions 8 to 14 for each additional property not shown on the SDLT1  | If any property is non-residential or mixed also complete questions 1 to 7  |
| Grant of lease (code <b>L</b> on SDLT1 question 2) with multiple properties  | Questions 8 to 14 for each additional property not shown on the SDLT1. If any part of the property is non-residential or mixed use, complete lease questions 26 to 37 on one of the forms only | If any property is non-residential or mixed also complete questions 1 to 7  |
| Assignment of lease (code <b>A</b> ) of a single non-residential or mixed property   | No need to complete part 2 of form <i>About Leases</i>   | Also complete questions 1 to 7  |
| Surrender of lease (code <b>A</b> ) of a single non-residential or mixed property, (chargeable consideration received from landlord) | No need to complete part 2 of form <i>About leases</i>   | Also complete questions 1 to 7  |
| Grant of lease (code <b>L</b> ) of single non-residential or mixed property  | Questions 26 to 37   | Also complete questions 1 to 7  |
| Lease linked to lease entered on SDLT1 would also be code <b>A</b> at question 2   | Questions 8 to 21  | Complete SDLT1 at question 14 to show total tax payable for all linked transactions; include this total at question 15 of the SDLT1 |

See overleaf for the questions to answer for particular transactions.

## Form SDLT4 questions 8 to 37

### About leases

#### 8 Type of property

Follow notes for form SDLT1, question 1 on page 20.

The code shown at this question of form SDLT4 should be the same as the code used at question 1 of the SDLT1.

#### 9 Address or situation of land

##### Single property or title – SDLT1 question 2 code L

If the transaction involves a single property or title described in questions 16 to 33 of the SDLT1 put X in the first box and go straight to question 26. Answer those of questions 26 to 37 that are relevant.

##### Multiple properties or titles and 'linked' leases

For a single lease, either a lease newly granted (code L at question 2 of the SDLT1) or an existing lease acquired (code A at question 2 of the SDLT1), but with more than one property, address or location.

At question 26 on form SDLT1 you have entered a number which is 2 or greater than 2.

For a 'linked' lease, you have entered the first lease on form SDLT1 indicating at question 13 that there is another linked transaction. Complete questions 8 to 14 of a form SDLT4 for each additional property or for the property covered by the linked lease.

Supply the full postal address if it has one, starting with the postcode followed by the house or building number and finally by the rest of the address. If there is no postal address leave the fields for postcode and house number blank.

If the property is in Northern Ireland, the rest of the address must include the county in which it is situated.

If the address of the land or property does not have a postcode or other identifying house or building number describe its situation under the 'rest of address' section and ensure that a plan is attached (see question 14 below).

#### 10 Local authority number

Follow notes for SDLT1 question 29.

For the list of local authority codes, see Appendix.

#### 11 Title number

Follow notes for SDLT1 question 30.

#### 12 NLPG UPRN

**Leave blank if not available but if you know or are able to find the number enter it here.**

Follow notes for SDLT1 question 31.

- 13 Area of land**  
Complete only where the transaction is for or includes agricultural or development land. Follow notes for SDLT1 question 32.
- 14 Is a plan attached?**  
Follow notes for SDLT1 question 33.
- 15 Interest transferred or created**  
Enter the appropriate code following the notes for SDLT1 question 3.
- 16 Type of lease**  
Select one code relevant to the lease in question:
- Residential R
  - Non-residential N
  - Mixed M
- See also notes for SDLT1 question 16.  
It is possible the code you select for question 16 may not correspond with the type of property code selected at question 8.
- 17 Start date as specified in lease**  
Follow notes for SDLT1 question 17.
- 18 End date as specified in lease**  
Follow notes for SDLT1 question 18.
- 19 Rent-free period**  
Follow notes for SDLT1 question 19. Use figures only, that is 1, 2, 3; not one, two, three.
- 20 Annual starting rent inclusive of VAT (actually) payable**  
Follow notes for SDLT1 question 20.
- 21 Amount of VAT**  
Show the actual amount of VAT, if any, included in the starting rent at question 20 plus any VAT included in the total premium payable shown at question 22.  
**Questions 22 to 25 must only be completed for a linked lease code L.**  
If any question does not apply enter 0.  
For anything other than a linked lease code L leave these questions blank.
- 22 Total premium payable**  
Follow notes for SDLT1 question 22.
- 23 Net present value upon which tax is calculated**  
Enter the NPV in respect of this lease only.  
Follow notes for SDLT1 question 23.

**24 Total amount of tax due – premium**

The tax due on the premium is calculated as explained for SDLT1 question 13. See also notes for SDLT1 question 24.

**If there is no premium, for example for a lease at a full rack rent, enter 0.**

**25 Total amount of tax due – NPV**

Follow the notes for SDLT1 question 25.

**If there is no net present value, enter 0.**

**26 Any terms surrendered**

**Only answer questions 26 to 37 if you have entered L at question 2 of the SDLT1 and the property is mixed use or non-residential.**

If the lease was granted as a replacement for a lease of the same property to the purchaser, what were the terms of the former lease surrendered by the purchaser?

The terms should include the rent returned under the previous lease and the period of its unexpired term.

**Confine your answer to 30 characters including spaces.**

**27 Break clause type**

Tell us if the contractual term can be broken either by the landlord or by the tenant or if the lease provides for either party to break the term.

If there is more than one date when a break clause may become operative give details only of the first occurrence after the effective date.

Leave blank if there is no break clause other than clauses exercisable only in the event of insured loss, or similar.

If there is a break clause you must also answer question 28.

**28 Date of the break clause**

Having answered question 27, enter the date on which the break clause shown at question 27 could first operate. The date must be shown in the format dd/mm/yyyy. If the day or month has a value less than 10 enter 0 and then the single digit.

**29 Which of the following relate to this lease?**

Select from the options on the return.

Leave blank if none apply. If more than one apply, mark all which apply.

**Option to renew**

Mark with an 'X' if, at the end of the period of the lease, the tenant has a right, or may exercise an option, to renew or extend the lease.

Such a right or option may be as a result of an agreement between landlord and tenant, either within or outside the terms of the lease.

Leave blank only if the lease cannot be renewed or extended.

**Market rent**

Mark with an 'X' if the rent reflects an open market rent for the land and buildings. Leave blank if the rent is either above or below an open market value.

**Turnover rent**

Some commercial leases include a rent which will be based on the turnover or profits of the business concerned. It is not usually possible to quantify such rent at the date of the lease. If any part of the rent reserved is to be based on either turnover or profits, mark with an 'X'.

**Unascertainable rent**

If the whole or any part of the rent reserved for the term cannot be quantified at the date the lease is granted or acquired and the lease does not reserve a contingent rent, either minimum or maximum, mark with an 'X'. This includes rent-sharing leases where the rent payable is a proportion of the rents received or receivable but not contingent reserved rents which are described below.

**Contingent reserved rent**

A lease may reserve a minimum rent that is to be paid in certain circumstances. For example, a rent review clause may provide that whatever happens at the time the rent is reviewed, the new rent will never be less than the rent previously paid ('upward only' review). Mark with an 'X' if a minimum rent is to be reserved for any reason.

**30 Rent review frequency**

If the lease provides for the rent to be reviewed during the term, show how often the review will take place by entering the number of whole years (to the nearest year) between regular rent reviews.

**31 Date of first review**

If the lease provides for a review or reviews, show the date of the first review to take place after the effective date of the transaction. The date must be shown in the format dd/mm/yyyy. If the day or month has a value less than 10 enter 0 and then the single digit.

**32 Rent review clause (type)**

Indicate the type of review, whether an agreement of the open market rent, a rent tied to movement in the Retail Prices Index or another type of review.

**33 Date of rent change**

Paragraph 7 Schedule 17A Finance Act 2003 applies where the lease provides either for specific rent changes, for example 'stepped rents' or for a mechanism such as a rent review that may result in changes to the rent payable during the term of the lease. If that applies enter the date of the first rent change that may occur during the term of the lease. The date must be shown in the format dd/mm/yyyy. If the day or month has a value less than 10 enter 0 and then the single digit.



### Stamp Duty Land Tax Manual online

For information about the codes, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for the reference shown:

- For code 01 - SDLTM04040
- For code 02 - SDLTM04060
- For code 03 - SDLTM04080
- For code 04 - SDLTM06010
- For code 07 - SDLTM04020
- For code 08 - SDLTM04070
- For code 09 - SDLTM05010

**34 Amount of service charge**

Enter the amount of any payments provided for by the lease (for each period indicated in your answer to question 35) to cover services, for example maintenance. Leave this question blank if:

- the terms of the lease do not distinguish service charges from the rent paid for occupation of the property, or
- the service charge amount is unascertainable - but do enter any amount actually paid before the effective date.

**35 Service charge frequency**

Show how often the service charge is to be paid.

**36 Other consideration from tenant to landlord**

If, apart from cash, there is any other form of consideration paid, performed or given by the tenant as a premium in order to acquire the lease, select the appropriate code (or codes if more than one) from the table below and enter on the return.

|   |    |
|---|----|
| Debt (includes assumption by purchaser of outstanding mortgage) | 01 |
| Building work   | 02 |
| Employment  | 03 |
| Other (such as an annuity)                                      | 04 |
| Shares in a listed company                                      | 05 |
| Shares in an unlisted company                                   | 06 |
| Other land  | 07 |
| Services  | 08 |
| Contingent consideration  | 09 |

**37 Other consideration from landlord to tenant**

If, apart from cash, any other form of consideration is paid performed or given by the landlord to induce the tenant, by way of a 'reverse premium' to acquire the lease, select the appropriate code (or codes if more than one) from the table above and enter on the return.

## Special transactions

### 6.1 Sale and leaseback, (lease and leaseback)

If there is a transfer of freehold, or a grant or assignment of a lease (in Scotland, transfer of ownership or the assignation of a tenant's interest under a lease) and a leaseback to the vendor there are two transactions and two 'purchasers'. Each purchaser must complete a separate SDLT1 for each transaction, that is one for the transfer of freehold (or the grant or assignment of a lease) and another for the leaseback.



For more information about sale and leaseback, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM16040.

For more information about exchange of land, look for SDLTM04020.

For more information about linked transactions, look for SDLTM30100.

For more information about multiple acquisitions and complex transactions, look for SDLTM60215.

For more information about shared ownership leases, look for SDLTM27020.

For more information about transitional rules, look for SDLTM49000+.

## 6.2 Exchange of land

If there is an exchange of land, where at least one of the interests in land is a major interest, there are two transactions and two 'purchasers'. Each purchaser must complete a separate SDLT1 for each transaction.

The chargeable consideration for each transaction to be shown at question 10 is the open market value of the interest in land that each purchaser receives as a result of the exchange.

Code 37 only should be shown at question 12 regardless of whether any balancing cash payment was made.

### Example

If Vicky agrees to transfer her house (worth £400,000) to Paul if Paul transfers his flat (worth £250,000) to Vicky and pays Vicky £150,000 there is certainly an exchange. Looking at Paul as purchaser, he is required, as part of the consideration for his purchase of Vicky's house, to be the vendor in another land transaction - the transfer of his flat to Vicky. Looking at Vicky as purchaser, she is required, in consideration of her purchase of Paul's flat, to act as vendor in another transaction - the transfer of her house to Paul. So they are both subject to the exchange rules. As major interests in land are involved, each pays SDLT on the market value of what each acquires. Both Vicky and Paul will be required to complete SDLT Returns for their respective purchases.

However, Vicky may agree to transfer her house to Paul if Paul pays her £150,000 and transfers his flat to Vicky's friend Sally for nothing. There has also been an exchange. Paul, as purchaser, is being required (by Vicky) to enter into another land transaction as vendor (the transfer to Sally).

## 6.3 Linked transactions

Transactions are 'linked' if they form part of a single scheme, arrangement or series of transactions between the same vendor and purchaser or, in either case, persons connected with them.

## 6.4 Shared ownership lease

Under a shared ownership scheme a purchaser acquires a residential lease for which he or she pays a premium, representing a proportion of the property's market value, and rent in respect of the remaining share. Over time, further capital sums may be paid (known as 'staircasing' payments) to increase the lessee's share and in some cases the freehold reversion may be purchased.

Details of how to complete a Land Transaction Return on the grant of a shared ownership lease, and on the acquisition of further interests in the property, are included in the Stamp Duty Land Tax Manual at **SDLTM27080**.

## 6.5 Deferment cases

It is no longer necessary to notify transactions where the initial consideration is below the notification threshold. Later contingent consideration may lead to the initial and contingent consideration then exceeding the notification threshold.



For more information about deferment, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for SDLTM50900.

At this point, two actions are needed.

- Forms SDLT1 and 4 and payment of any tax due (if any) on the total of the initial and contingent consideration should be submitted to HMRC at Netherton (address below) in the usual way.
- Please also write to Birmingham Stamp Office (address below) telling us the Unique Transaction Reference Number (UTRN) of the SDLT1 used to file the transaction. Please mark the envelope and letter for the attention of The Deferment Section.

If the relevant event(s) take place but the total consideration is still below the notification threshold please inform us by writing within 30 days.

The following guidance explains the way to complete the SDLT Return for deferments.

#### SDLT1

(a) Question 10 ('What is the total consideration in money or money's worth, including any VAT...').

Insert the amount of the initial consideration. This is the amount on which tax is payable now.

(b) Question 13 ('Is this transaction linked to any other(s)?')

Put a cross in the 'Yes' box.

Put the sum of the initial consideration and the contingent consideration (which will be the total consideration) in the boxes below.

This will ensure that you pay the correct rate of tax as this is determined by the threshold in which this total falls.

#### SDLT4

This should be completed as normal but is **not** required where the only reason for completing it is to answer questions 4 and 5 about contingent consideration/application for deferment.

If completion is required for any other reason then it should be completed as normal and questions 4 and 5 answered accordingly.

#### Filing

Please send the completed SDLT1 and 4 to **Netherton** (address below) **not** to Birmingham.

Please also complete a UTRN notification slip, obtainable from Birmingham Stamp Office) and send it to Birmingham (address below). This ensures that the computer record is tied in with our manual deferment papers and helps improve our service to you.

#### Netherton:

HMRC Stamp Taxes/SDLT  
 Comben House  
 Farriers Way  
 Netherton  
 Merseyside  
 L30 4RN  
**DX 725593 Bootle 9**

#### Birmingham:

HMRC Stamp Taxes/SDLT  
 9th Floor  
 30 Union Street  
 Birmingham  
 B2 4AR  
**DX 15001 Birmingham 1**

## Various notification scenarios

| Transaction   | SDLT1 Notification and supplementary forms  |
|---|---|
| Sale of a freehold property   | Q2 code F - ignore lease questions  |
| Sale of a freehold property subject to one lease  | Q2 code A - Q16-21 lease details  |
| Sale of freehold subject to 10 leases   | Q2 code A - Q16-21 for 1st lease and sublease schedule for the other 9 leases   |
| Assignment/surrender of a leasehold property  | Q2 code A - Q16-21 lease details  |
| Assignment of leasehold property subject to one or more leases  | Q2 code A - Q16-21 for lease assigned. No schedule is required for the lease(s) subject to it   |
| Grant of a new lease  | Q2 code L - Q16-25  |
| Grant of a lease subject to one lease   | Q2 code L - Q16-25 for new lease and sub/underlease schedule for the lease subject to new lease   |
| Grant of a lease subject to 10 leases   | Q2 code L - Q16-25 for new lease granted and sub/underlease schedule for the 10 leases  |
| Grant of three leases of one property   | Q2 code L, Q26 = 3 Q16-25 for 1st lease and 2 x SDLT4 for other 2 leases  |
| Sale of four freehold properties - 2 each subject to 7 leases - same date, same vendor/purchaser for all transactions               | Q2 F, Q26 = 2 and 1 SDLT3 for 2nd freehold. Freehold subject to leases - Q2 code A, Q26 = 2 Q16-21 for 1st sublease and schedule for other 13 subleases. SDLT4 for 2nd property Q8-12 and Q1-7 if non-residential/mixed property  |
| Assignment/surrender of 4 leasehold properties - 2 subject to underleases   | Q2 code A - Q16-21 lease details. 3 x SDLT4 - complete Q8-21 for lease details. If purchaser is a company or property is non-residential/mixed use complete Q1-7. No sub/underlease schedule required   |
| Sale of one freehold property comprising of 3 registered titles   | Q2 code F - Q26 = 3 and 2 x SDLT3 for other 2 registered titles   |
| Assignment/surrender of one leasehold property with 3 registered titles   | Q2 code A - Q16-21 lease details. Q26 = 3 and 2 x SDLT4 for other 2 registered titles   |
| Sale of 100 properties - 80 freehold subject to 5 leases each - 20 leasehold. Same vendor/purchaser, same date for all transactions | SDLT1 Freehold - Q2 code A, Q13 total of purchase price for freeholds and lease premiums, Q26 = 80, Q16-21 for 1st lease - sub/underlease schedule for other 4 leases. 79 x SDLT4 Q10-14 or file online or request electronic multiple transaction schedule.<br>SDLT1 Leasehold - Q2 code L, Q13 total of purchase price for freeholds and lease premiums, Q26 = 20 and 19 x SDLT4 for additional leases or request electronic lease multiple transaction schedule or file online |
| Two freehold properties and two leasehold properties subject to 5 leases each. Same vendor/purchaser, same date                     | SDLT1 Freehold - Q2 code F and SDLT3 for 2nd property.<br>SDLT1 Leasehold - Q2 code L and SDLT4 for 2nd lease. Sublease schedule for all subleases.   |

# Appendix

This appendix is made up of three parts:  
local authority codes, glossary of terms and  
frequently used SDLT forms

## Useful website addresses

Stamp Taxes home page  
[www.hmrc.gov.uk/so](http://www.hmrc.gov.uk/so)

The Valuation Office Agency (VOA)  
[www.voa.gov.uk](http://www.voa.gov.uk)

HM Land Registry in England and Wales  
[www.landregistry.gov.uk](http://www.landregistry.gov.uk)

Land and Property Services (Northern Ireland)  
[www.lrni.gov.uk](http://www.lrni.gov.uk)

Registers of Scotland  
[www.ros.gov.uk](http://www.ros.gov.uk)

Stamp Taxes Scottish transactions:  
Automated Registration to Title of Land ARTL  
[www.hmrc.gov.uk/sdlt/return/scottish.htm](http://www.hmrc.gov.uk/sdlt/return/scottish.htm)

Scottish transactions:  
Automated Registration to Title of Land ARTL  
[www.ros.gov.uk/artl](http://www.ros.gov.uk/artl)

Directgov  
[www.direct.gov.uk](http://www.direct.gov.uk)

Business Link  
[www.businesslink.gov.uk](http://www.businesslink.gov.uk)

## Local authority codes

|                              |      |                       |      |
|------------------------------|------|-----------------------|------|
| Aberdeen, City               | 9051 | Birmingham            | 4605 |
| Aberdeenshire                | 9052 | Blaby                 | 2405 |
| Adur                         | 3805 | Blackburn with Darwen | 2372 |
| Allerdale                    | 0905 | Blackpool             | 2373 |
| Alnwick                      | 2905 | Blaenau Gwent         | 6910 |
| Amber Valley                 | 1005 | Blyth Valley          | 2915 |
| Anglesey, Isle of            | 6805 | Bolsover              | 1010 |
| Angus                        | 9053 | Bolton                | 4205 |
| Antrim                       | 7005 | Borders, The          | 9055 |
| Argyll and Bute              | 9054 | Boston                | 2505 |
| Ards                         | 7010 | Bournemouth           | 1250 |
| Armagh                       | 7015 | Bracknell Forest      | 0335 |
| Arun                         | 3810 | Bradford              | 4705 |
| Ashfield                     | 3005 | Braintree             | 1510 |
| Ashford                      | 2205 | Breckland             | 2605 |
| Aylesbury Vale               | 0405 | Brent                 | 5150 |
| Ayrshire, East               | 9060 | Brentwood             | 1515 |
| Ayrshire, North              | 9072 | Bridgend              | 6915 |
| Ayrshire, South              | 9076 | Bridgnorth            | 3205 |
| Babergh                      | 3505 | Brighton and Hove     | 1445 |
| Ballymena                    | 7020 | Bristol               | 0116 |
| Ballymoney                   | 7025 | Broadland             | 2610 |
| Banbridge                    | 7030 | Bromley               | 5180 |
| Barking and Dagenham         | 5060 | Bromsgrove            | 1805 |
| Barnet                       | 5090 | Broxbourne            | 1905 |
| Barnsley                     | 4405 | Broxtowe              | 3015 |
| Barrow-in-Furness            | 0910 | Bucks, South          | 0410 |
| Basildon                     | 1505 | Burnley               | 2315 |
| Basingstoke and Deane        | 1705 | Bury                  | 4210 |
| Bassetlaw                    | 3010 | Caerphilly            | 6920 |
| Bath and North East Somerset | 0114 | Calderdale            | 4710 |
| Bedford                      | 0205 | Cambridge             | 0505 |
| Bedfordshire, South          | 0220 | Cambridgeshire, East  | 0510 |
| Belfast                      | 7035 | Cambridgeshire, South | 0530 |
| Berkshire, West              | 0340 | Camden                | 5210 |
| Berwick-upon-Tweed           | 2910 | Cannock Chase         | 3405 |
| Bexley                       | 5120 | Canterbury            | 2210 |

|                              |      |                         |      |
|------------------------------|------|-------------------------|------|
| Caradon                      | 0805 | Cornwall, North         | 0820 |
| Cardiff                      | 6815 | Cotswold                | 1610 |
| Carlisle                     | 0915 | Coventry                | 4610 |
| Carmarthenshire (Carmarthen) | 6825 | Craigavon               | 7060 |
| Carmarthenshire (Dinefwr)    | 6828 | Craven                  | 2705 |
| Carmarthenshire (Llanelli)   | 6829 | Crawley                 | 3820 |
| Carrick                      | 0810 | Crewe and Nantwich      | 0615 |
| Carrickfergus                | 7040 | Croydon                 | 5240 |
| Castle Morpeth               | 2920 | Dacorum                 | 1910 |
| Castle Point                 | 1520 | Darlington              | 1350 |
| Castlereagh                  | 7045 | Dartford                | 2215 |
| Central Bedfordshire         | 0215 | Daventry                | 2810 |
| Ceredigion                   | 6820 | Denbighshire            | 6830 |
| Charnwood                    | 2410 | Derby                   | 1055 |
| Chelmsford                   | 1525 | Derbyshire Dales        | 1045 |
| Cheltenham                   | 1605 | Derbyshire, North East  | 1035 |
| Cherwell                     | 3105 | Derbyshire, South       | 1040 |
| Cheshire East                | 0630 | Derry                   | 7095 |
| Chester                      | 0605 | Derwentside             | 1315 |
| Chester-le-Street            | 1305 | Devon, East             | 1105 |
| Chesterfield                 | 1015 | Devon, North            | 1115 |
| Chichester                   | 3815 | Devon, West             | 1150 |
| Chiltern                     | 0415 | Doncaster               | 4410 |
| Chorley                      | 2320 | Dorset, East            | 1240 |
| Christchurch                 | 1210 | Dorset, North           | 1215 |
| City of Edinburgh            | 9064 | Dorset, West            | 1230 |
| City of Glasgow              | 9067 | Dover                   | 2220 |
| City of Leicester            | 2465 | Down                    | 7065 |
| City of London               | 5030 | Down, North             | 7120 |
| City of York                 | 2741 | Dudley                  | 4615 |
| Clackmannan                  | 9056 | Dumbarton and Clydebank | 9057 |
| Colchester                   | 1530 | Dumfries and Galloway   | 9058 |
| Coleraine                    | 7050 | Dunbartonshire, East    | 9061 |
| Congleton                    | 0610 | Dundee                  | 9059 |
| Conwy                        | 6905 | Dungannon               | 7070 |
| Cookstown                    | 7055 | Durham                  | 1320 |
| Copeland                     | 0920 | Ealing                  | 5270 |
| Corby                        | 2805 | Easington               | 1325 |
| Cornwall                     | 0810 | East Ayrshire           | 9060 |

|                           |      |                        |      |
|---------------------------|------|------------------------|------|
| East Cambridgeshire       | 0510 | Gravesham              | 2230 |
| East Devon                | 1105 | Great Yarmouth         | 2615 |
| East Dorset               | 1240 | Greenwich              | 5330 |
| East Dunbartonshire       | 9061 | Guildford              | 3615 |
| East Hampshire            | 1710 | Gwynedd                | 6810 |
| East Hertfordshire        | 1915 | Hackney                | 5360 |
| East Lindsey              | 2510 | Halton                 | 0650 |
| East Lothian              | 9062 | Hambleton              | 2710 |
| East Northamptonshire     | 2815 | Hammersmith and Fulham | 5390 |
| East Renfrewshire         | 9063 | Hampshire, East        | 1710 |
| East Riding of Yorkshire  | 2001 | Hams, South            | 1125 |
| East Staffordshire        | 3410 | Harborough             | 2415 |
| Eastbourne                | 1410 | Haringey               | 5420 |
| Eastleigh                 | 1715 | Harlow                 | 1540 |
| Eden                      | 0925 | Harrogate              | 2715 |
| Edinburgh, City of        | 9064 | Harrow                 | 5450 |
| Ellesmere Port and Neston | 0620 | Hart                   | 1730 |
| Elmbridge                 | 3605 | Hartlepool             | 0724 |
| Enfield                   | 5300 | Hastings               | 1415 |
| Epping Forest             | 1535 | Havant                 | 1735 |
| Epsom and Ewell           | 3610 | Havering               | 5480 |
| Erewash                   | 1025 | Herefordshire          | 1850 |
| Exeter                    | 1110 | Hertfordshire, East    | 1915 |
| Falkirk                   | 9065 | Hertfordshire, North   | 1925 |
| Fareham                   | 1720 | Hertsmere              | 1920 |
| Fenland                   | 0515 | High Peak              | 1030 |
| Fermanagh                 | 7075 | Highland               | 9068 |
| Fife                      | 9066 | Hillingdon             | 5510 |
| Flintshire                | 6835 | Hinckley and Bosworth  | 2420 |
| Forest Heath              | 3510 | Horsham                | 3825 |
| Forest of Dean            | 1615 | Hounslow               | 5540 |
| Fylde                     | 2325 | Huntingdonshire        | 0520 |
| Gateshead                 | 4505 | Hyndburn               | 2330 |
| Gedling                   | 3020 | Inverclyde             | 9069 |
| Glamorgan, Vale of        | 6950 | Ipswich                | 3515 |
| Glasgow, City of          | 9067 | Isle of Anglesey       | 6805 |
| Gloucester                | 1620 | Isle of Wight          | 2100 |
| Gloucestershire, South    | 0119 | Isles of Scilly        | 0835 |
| Gosport                   | 1725 | Islington              | 5570 |

|   |      |                         |      |
|---|------|-------------------------|------|
| Kennet                                  | 3905 | Maidstone               | 2235 |
| Kensington and Chelsea                  | 5600 | Maldon                  | 1545 |
| Kerrier                                 | 0815 | Malvern Hills           | 1860 |
| Kesteven, North                         | 2520 | Manchester              | 4215 |
| Kesteven, South                         | 2530 | Mansfield               | 3025 |
| Kettering                               | 2820 | Medway                  | 2280 |
| Kings Lynn and West Norfolk             | 2635 | Melton                  | 2430 |
| Kingston-upon-Hull<br>(City and county) | 2004 | Mendip                  | 3305 |
| Kingston-upon-Thames                    | 5630 | Merthyr Tydfil          | 6925 |
| Kirklees                                | 4715 | Merton                  | 5720 |
| Knowsley                                | 4305 | Mid-Bedfordshire        | 0215 |
| Lakeland, South                         | 0930 | Mid-Devon               | 1135 |
| Lambeth                                 | 5660 | Mid-Suffolk             | 3520 |
| Lancashire, West                        | 2365 | Mid-Sussex              | 3830 |
| Lancaster                               | 2335 | Middlesbrough           | 0734 |
| Lanarkshire, North                      | 9073 | Midlothian              | 9070 |
| Lanarkshire, South                      | 9077 | Milton Keynes           | 0435 |
| Larne                                   | 7080 | Mole Valley             | 3620 |
| Leeds                                   | 4720 | Monmouthshire           | 6840 |
| Leicester, City of                      | 2465 | Moray                   | 9071 |
| Leicestershire, North West              | 2435 | Moyle                   | 7110 |
| Lewes                                   | 1425 | Neath and Port Talbot   | 6930 |
| Lewisham                                | 5690 | New Forest              | 1740 |
| Lichfield                               | 3415 | Newark and Sherwood     | 3030 |
| Limavady                                | 7085 | Newcastle-under-Lyme    | 3420 |
| Lincoln                                 | 2515 | Newcastle-under-Tyne    | 4510 |
| Lincolnshire, North                     | 2003 | Newham                  | 5750 |
| Lincolnshire, North East                | 2002 | Newport                 | 6935 |
| Lindsey, East                           | 2510 | Newry and Mourne        | 7105 |
| Lindsey, West                           | 2535 | Newtownabbey            | 7115 |
| Lisburn                                 | 7090 | Norfolk, North          | 2620 |
| Liverpool                               | 4310 | Norfolk, South          | 2630 |
| London, City of                         | 5030 | North Ayrshire          | 9072 |
| Lothian, East                           | 9062 | North Cornwall          | 0820 |
| Lothian, West                           | 9079 | North Devon             | 1115 |
| Luton                                   | 0230 | North Dorset            | 1215 |
| Macclesfield                            | 0630 | North Down              | 7120 |
| Magherafelt                             | 7100 | North East Derbyshire   | 1035 |
|   |      | North East Lincolnshire | 2002 |

|                           |      |                      |      |
|---------------------------|------|----------------------|------|
| North Hertfordshire       | 1925 | Reading              | 0345 |
| North Kesteven            | 2520 | Redbridge            | 5780 |
| North Lanarkshire         | 9073 | Redcar and Cleveland | 0728 |
| North Lincolnshire        | 2003 | Redditch             | 1825 |
| North Norfolk             | 2620 | Reigate and Banstead | 3625 |
| North Shropshire          | 3210 | Renfrewshire         | 9075 |
| North Somerset            | 0121 | Renfrewshire, East   | 9063 |
| North Tyneside            | 4515 | Restormel            | 0830 |
| North Warwickshire        | 3705 | Rhondda, Cynon, Taff | 6940 |
| North West Leicestershire | 2435 | Ribble Valley        | 2350 |
| North Wiltshire           | 3910 | Ribble, South        | 2360 |
| Northampton               | 2825 | Richmond-upon-Thames | 5810 |
| Northamptonshire, East    | 2815 | Richmondshire        | 2720 |
| Northamptonshire, South   | 2830 | Rochdale             | 4225 |
| Northumberland            | 2920 | Rochford             | 1550 |
| Norwich                   | 2625 | Rossendale           | 2355 |
| Nottingham                | 3060 | Rother               | 1430 |
| Nuneaton and Bedworth     | 3710 | Rotherham            | 4415 |
| Oadby and Wigston         | 2440 | Rugby                | 3715 |
| Oldham                    | 4220 | Runnymede            | 3630 |
| Orkney Islands            | 9000 | Rushcliffe           | 3040 |
| Omagh                     | 7125 | Rushmoor             | 1750 |
| Oswestry                  | 3215 | Rutland              | 2470 |
| Oxford                    | 3110 | Ryedale              | 2725 |
| Oxfordshire, South        | 3115 | St Albans            | 1930 |
| Oxfordshire, West         | 3125 | St Edmundsbury       | 3525 |
| Pembrokeshire             | 6845 | St Helens            | 4315 |
| Pendle                    | 2340 | Salford              | 4230 |
| Penwith                   | 0825 | Salisbury            | 3915 |
| Perthshire and Kinross    | 9074 | Sandwell             | 4620 |
| Peterborough              | 0540 | Scarborough          | 2730 |
| Plymouth                  | 1160 | Scilly, Isles of     | 0835 |
| Poole                     | 1255 | Sedgefield           | 1330 |
| Portsmouth City Council   | 1775 | Sedgemoor            | 3310 |
| Powys (Montgomeryshire)   | 6850 | Sefton               | 4320 |
| Powys (Radnorshire)       | 6853 | Selby                | 2735 |
| Powys (Breconshire)       | 6854 | Sevenoaks            | 2245 |
| Preston                   | 2345 | Sheffield            | 4420 |
| Purbeck                   | 1225 | Shepway              | 2250 |

|                         |      |                       |      |
|-------------------------|------|-----------------------|------|
| Shetland Islands        | 9010 | Stockport             | 4235 |
| Shrewbury and Atcham    | 3220 | Stockton-on-Tees      | 0738 |
| Shropshire              | 3220 | Stoke-on-Trent        | 3455 |
| Shropshire, North       | 3210 | Strabane              | 7130 |
| Shropshire, South       | 3225 | Stratford-upon-Avon   | 3720 |
| Slough                  | 0350 | Stroud                | 1625 |
| Solihull                | 4625 | Suffolk Coastal       | 3530 |
| Somerset, North         | 0121 | Sunderland            | 4525 |
| Somerset, South         | 3325 | Surrey Heath          | 3640 |
| Somerset, West          | 3320 | Sutton                | 5870 |
| South Ayrshire          | 9076 | Swale                 | 2255 |
| South Bedfordshire      | 0220 | Swansea               | 6855 |
| South Bucks             | 0410 | Swindon               | 3935 |
| South Cambridgeshire    | 0530 | Tameside              | 4240 |
| South Derbyshire        | 1040 | Tamworth              | 3445 |
| South Gloucestershire   | 0119 | Tandridge             | 3645 |
| South Hams              | 1125 | Taunton Deane         | 3315 |
| South Holland           | 2525 | Teesdale              | 1335 |
| South Kesteven          | 2530 | Teignbridge           | 1130 |
| South Lakeland          | 0930 | Telford and Wrekin    | 3240 |
| South Lanarkshire       | 9077 | Tendring              | 1560 |
| South Norfolk           | 2630 | Test Valley           | 1760 |
| South Northamptonshire  | 2830 | Tewkesbury            | 1630 |
| South Oxfordshire       | 3115 | Thanet                | 2260 |
| South Ribble            | 2360 | Three Rivers          | 1940 |
| South Shropshire        | 3225 | Thurrock              | 1595 |
| South Somerset          | 3325 | Tonbridge and Malling | 2265 |
| South Staffordshire     | 3430 | Torbay                | 1165 |
| South Tyneside          | 4520 | Torfaen               | 6945 |
| Southampton             | 1780 | Torridge              | 1145 |
| Southend-on-Sea         | 1590 | Tower Hamlets         | 5900 |
| Southwark               | 5840 | Trafford              | 4245 |
| Spelthorne              | 3635 | Tunbridge Wells       | 2270 |
| Stafford                | 3425 | Tynedale              | 2925 |
| Staffordshire, East     | 3410 | Tyneside, North       | 4515 |
| Staffordshire Moorlands | 3435 | Tyneside, South       | 4520 |
| Staffordshire, South    | 3430 | Uttlesford            | 1570 |
| Stevenage               | 1935 | Vale of Glamorgan     | 6950 |
| Stirling                | 9078 | Vale of White Horse   | 3120 |

|                     |      |                        |      |
|---------------------|------|------------------------|------|
| Vale Royal          | 0635 | West Somerset          | 3320 |
| Wakefield           | 4725 | West Wiltshire         | 3925 |
| Walsall             | 4630 | Western Isles          | 9020 |
| Waltham Forest      | 5930 | Westminster City       | 5990 |
| Wandsworth          | 5960 | Weymouth and Portland  | 1235 |
| Wansbeck            | 2930 | Wigan                  | 4250 |
| Warrington          | 0655 | Wiltshire              | 3915 |
| Warwick             | 3725 | Wiltshire, North       | 3910 |
| Warwickshire, North | 3705 | Wiltshire, West        | 3925 |
| Watford             | 1945 | Winchester             | 1765 |
| Waveney             | 3535 | Windsor and Maidenhead | 0355 |
| Waverley            | 3650 | Wirral                 | 4325 |
| Wealden             | 1435 | Woking                 | 3655 |
| Wear Valley         | 1340 | Wokingham              | 0360 |
| Wellingborough      | 2835 | Wolverhampton          | 4635 |
| Welwyn Hatfield     | 1950 | Worcester              | 1835 |
| West Berkshire      | 0340 | Worthing               | 3835 |
| West Devon          | 1150 | Wrexham                | 6955 |
| West Dorset         | 1230 | Wychavon               | 1840 |
| West Lancashire     | 2365 | Wycombe                | 0425 |
| West Lindsey        | 2535 | Wyre                   | 2370 |
| West Lothian        | 9079 | Wyre Forest            | 1845 |
| West Oxfordshire    | 3125 | York, City of          | 2741 |

## Glossary of terms

*For more information about these terms, go online to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for the SDLTM reference shown below.*

|                                     |  |
|-------------------------------------|--|
| <b>Agent</b>                        | Person acting on behalf of a party to the transaction, such as a solicitor, licensed conveyancer or accountant.  |
| <b>Alternative Property Finance</b> | A relief from Stamp Duty Land Tax for additional land transactions where an individual finances a property purchase using an alternative mechanism not based on the payment of interest. <i>See SDLTM28000</i>   |
| <b>Chargeable consideration</b>     | Whatever is given by the purchaser to the vendor for the interest acquired. <i>See SDLTM03700</i>  |
| <b>Chattels</b>                     | Moveable items that may be included in the purchase price of a property but are not chargeable to Stamp Duty Land Tax. <i>See SDLTM04010</i>   |
| <b>Commonhold</b>                   | A new form of land ownership available in England and Wales as an alternative to the long leasehold ownership of flats and other types of interdependent properties. <i>See SDLTM00285</i>   |
| <b>Declaration</b>                  | This refers to question 73 on form SDLT1 that the purchaser(s) (or a person with power of attorney for the purchasers) have to sign. <i>See SDLTM07100</i>   |
| <b>Disadvantaged areas</b>          | Approximately 2,000 areas of the United Kingdom identified by wards (postcode areas in Scotland) in which there is relief from Stamp Duty Land Tax for the purchase of residential properties where the chargeable consideration does not exceed £150,000. <i>See SDLTM20050</i> |
| <b>Effective date</b>               | Date of completion or settlement of the purchase or date of 'substantial performance' of a contract, if earlier. <i>See SDLTM07700</i>   |
| <b>Encumbrance</b>                  | A liability borne by property, for example a lease, mortgage, easement, restrictive covenant, rent charge. ('Encumbered' describes the property which bears that liability.)   |
| <b>Enquiry period</b>               | Period within which HM Revenue & Customs can make enquiries into the transaction, normally nine months from the filing date of the transaction. <i>See SDLTM80810</i>  |
| <b>Filing date</b>                  | <b>30</b> days after the 'effective date' of the transaction. <i>See SDLTM50100</i>  |

|                               |  |
|-------------------------------|--|
| <b>Fixtures</b>               | Items that are fixed to land or to a building and are treated as part of it and therefore chargeable to Stamp Duty Land Tax. <i>See SDLTM04010</i>                   |
| <b>Land transaction</b>       | Every acquisition of a chargeable interest in land. <i>See SDLTM00260</i>  |
| <b>Liable person</b>          | The purchaser who is responsible for notification of the transaction and payment of the tax. <i>See SDLTM00060</i>   |
| <b>Linked transactions</b>    | Transactions that form part of a single scheme, arrangement or series of transactions. <i>See SDLTM30100</i>   |
| <b>Local authority codes</b>  | Numbers allocated to local authorities in the UK.  |
| <b>Major interest in land</b> | Freehold and leasehold interests, in Scotland the interest of an owner of land or a tenant's interest subject to a lease. <i>See SDLTM04130</i>                      |
| <b>Market value</b>           | The price which property might reasonably be expected to fetch on a sale in the open market. <i>See SDLTM04140</i>   |
| <b>NLPG UPRN</b>              | National Land and Property Gazetteer (in Northern Ireland 'Pointer') Unique Property Reference Number.   |
| <b>Option</b>                 | The effective date for the grant of an option or right of pre-emption is when the option or right is acquired not when it becomes exercisable. <i>See SDLTM01300</i> |
| <b>Partnership</b>            | For any transaction involving a partnership or where a person becomes a partner or increases their partnership interest. <i>See SDLTM01300</i>                       |
| <b>Peppercorn Rent</b>        | A nominal rent paid to keep alive the title.   |
| <b>Purchaser</b>              | A purchaser is any person acquiring the subject matter of the transaction, so it includes the tenant under a new lease.  |
| <b>Premium</b>                | A sum of money paid by a tenant to the landlord, usually at the start of a lease, in addition to the rent.   |
| <b>Rack Rent</b>              | The full rent that a property could fetch if let in the open market for a year. The open market rent.  |
| <b>Rates of tax</b>           | The current rates of Stamp Duty Land Tax. <i>See SDLTM00050</i>  |

|                                      |   |
|--------------------------------------|---|
| <b>Registered Land</b>               | Land where the title is registered.   |
| <b>Reliefs</b>                       | Reliefs may be due but the transaction has to be notified. <i>See SDLTM20000</i>  |
| <b>Reverse premium</b>               | A payment made by a landlord to a tenant as an inducement to the tenant to enter into a lease. <i>See SDLTM04110</i>  |
| <b>Right to buy</b>                  | A purchase or acquisition of a lease of a dwelling at a discount from a public sector body listed in the legislation. <i>See SDLTM27000</i>   |
| <b>Shared ownership lease</b>        | A residential lease granted to a purchaser, usually by a housing association or local authority. The purchaser pays a premium representing a proportion of the market value of the property and rent in respect of the remainder.   |
| <b>Sub-sale (transfer of rights)</b> | A sale that is evidenced by a contract that is not completed because the purchaser under the contract enters into a further contract with a new purchaser who completes the transaction by taking a conveyance of the property from the original vendor. <i>See SDLTM01060</i>  |
| <b>Substantial performance</b>       | Taking possession or payment of consideration under a contract: triggers a requirement to make a Stamp Duty Land Tax return. <i>See SDLTM07700</i>  |
| <b>Successive linked leases</b>      | Leases which run consecutively, but which are linked because the parties intended from the outset that the tenancy would embrace the term granted by each lease, or because the tenant in negotiating terms for the further lease obtains a benefit by virtue of the earlier occupation of the property that would not be available to anybody else negotiating a tenancy in the open market. <i>See SDLTM13100</i> |
| <b>UTR</b>                           | The <b>U</b> nique <b>T</b> axpayer <b>R</b> eference issued by HMRC to a Company or Partnership  |

## Frequently used SDLT forms

- SDLT1** The main form that must be completed in respect of a notifiable land transaction and must be included in every Land Transaction Return. It includes a self-assessment of the Stamp Duty Land Tax payable for the transaction and is normally signed by the purchaser.
- SDLT2** A supplementary form for supplying details of sellers or purchasers if more than two sellers or more than two purchasers are involved in the transaction. It is part of the Land Transaction Return.
- SDLT3** A supplementary form for supplying property details if insufficient space on SDLT1 or for registered titles, addresses or plots of land not included on the SDLT1. It is part of the Land Transaction Return.
- SDLT4** A supplementary form for use (broadly) by company purchasers and purchasers of non-residential property. Details of certain leases may also need to be entered. It is part of the Land Transaction Return.
- SDLT5** The Revenue certificate which shows that a paper Land Transaction Return has been delivered to HM Revenue & Customs in respect of a notifiable land transaction. HM Revenue & Customs issue it to the purchaser or his nominated agent when the information satisfies all verification checks. The certificate may be needed to support registration applications and acts as evidence of notification to HMRC.
- SDLT6** A booklet giving broad guidance on the completion of a paper Land Transaction Return (forms SDLT1, SDLT2, SDLT3 and SDLT4). It is intended for practitioners and those purchasers who complete their own returns and covers the majority of straightforward transactions.
- SDLT8 & 8A** A form, and its reminder, sent by HM Revenue & Customs to the purchaser or the purchaser's agent if information on a Land Transaction Return that has been submitted is incorrect, inconsistent or incomplete. The form identifies the questions and answers that need attention. The purchaser or agent should make corrected entries on the form and return it to us with the purchaser's signature. We cannot issue a Revenue certificate, form SDLT5, until the information is consistent and complete. The 30-day period from the effective date of the transaction, within which the Land Transaction Return must be received by us, continues to run until we receive the corrected information.
- For more information about forms SDLT8 and SDLT8A, go to [www.hmrc.gov.uk/manuals/sdlmanual/index.htm](http://www.hmrc.gov.uk/manuals/sdlmanual/index.htm) and look for the SDLTM60220*

## **SDLT12 & 12A**

A form, and its reminder, issued by HM Revenue & Customs to the purchaser if an underpayment of tax is identified. It requests payment of tax if no payment has been found and additional tax if less than the amount due has been received. It may also request payment of interest on late payment of tax and a penalty if the return was received late.

## **SDLT14(8)**

A form issued by HM Revenue & Customs that informs the purchaser that no further reminders will be issued for information and that no certificate will be issued.

These notes are for guidance only and reflect the position at the time of writing. They do not affect any right of appeal.

Customer Information Team

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**HM Revenue  
& Customs**