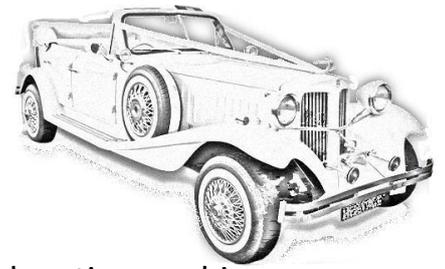


## The BIG Question



### What will it cost?

You will be pleased to know that all our packages are based on time on hire, so no mileage charges or mileage limits, you only pay for the time you need the cars for. This will depend on distances, traffic, duration of ceremony, photography time and number of locations.

So how long will you need your car(s) for?

**You may be surprised to know that most weddings need the cars for less than 3 hours!**

- Simply calculate the normal travel time between your locations, add a little extra for safety, add the ceremony duration (usually around 45 mins) and allow time for your photographer and guests to take pictures (another 45 mins should be about right).
- You will only normally need more time when distances are greater or multiple trips are needed.
- Single venue weddings take up less time and our Bronze or Bronze Plus packages will usually be ideal.
- Organise your photographer to take any car included pictures first, this will reduce the time drastically.
- Whatever your timings, note that we only ever book one wedding on your day – even if your wedding over runs a little, don't worry, we will never rush you (or leave you) we are always flexible.
- Our 3 Hr Silver package is the most popular choice and usually allows more than ample time for most weddings.
- If one or more of your locations is further afield, we suggest you allow a little extra traffic time and consider the Silver Plus or Gold Packages.
- We will happily check your selected package for you and let you know if it is suitable for your wedding day locations.

## All Cars Prices

2018/19

		Friday, Saturday and Sundays (and Bank Holidays) (£)							
Car	Seats	2 Hrs	2.5 Hrs	3 Hrs	3.5 Hrs	4 Hrs	4.5 Hrs	6 Hrs	8 Hrs
		Bronze	Bronze +	Silver	Silver +	Gold	Gold +	Elite	Elite +
Beauford Tourer	3	425	480	520	570	615	675	875	990
Classic Cowley	7	485	525	575	625	695	760	990	1125
Mercedes Limo	7	395	430	465	500	535	570	865	960

		Monday - Thursday (Not Bank Holidays)							
Car	Seats	2 Hrs	2.5 Hrs	3 Hrs	3.5 Hrs	4 Hrs	4.5 Hrs	6 Hrs	8 Hrs
		Bronze	Bronze +	Silver	Silver +	Gold	Gold +	Elite	Elite +
Beauford Tourer	3	375	410	445	480	515	550	590	785
Classic Cowley	7	415	450	485	520	555	590	630	865
Mercedes Limo	7	355	390	425	460	495	530	575	775

Our packages and prices are shown above, note that the 'plus' options allow an extra 30 minutes of hire for a small extra fee. All the above packages include ribbons and in car flowers – no extra to pay.

Don't forget, we offer discounts for hiring more than one car (deduct £50 off of **each** additional car). Once you have selected your cars and your packages, choose, if you wish, from any of the optional extras (below) and you will then know exactly what it will cost – we have no hidden extras – no mileage charges or trip limits and no vat to add.

With us you only pay the prices in the year you book and pay your deposit – **not** the year of your wedding – early booking can save you £££. No price increases – guaranteed.

Simple Booking:

1. Check **availability** on your date – ***please call us on 01322 384669 if within 6-9 months.***
2. Choose your **car(s)**
3. Choose your **package** & book – click here for our [Booking Form](#) (if you prefer, you can also request a no obligation quotation)
4. Once we receive your booking form, we will provisionally reserve your car(s) and date for you for the next seven days. You are under no obligation to book.
5. We will send you a personalised wedding schedule – ***you only book if you wish to.***
6. Booking confirmations are subject to deposit payments (£50 per car). Balances are not due until 30 days prior to your wedding and can be paid in stages.
7. You can make changes to your booking at any time up to one week prior to your wedding.

# Heritage Cars

## Optional Extras

**Special Ribbons – minimum order period of three weeks needed. Standard (Ivory) Ribbons are free.**

Item	Description	Price
Giant Car Bow	18-inch giant bow mounted to the front of the car, colour matched to your ribbons (not printed) carefully removed from the cars and presented to you on the day.	£25
Coloured Ribbons & 3 Bows	a full 7 mtrs of your selected coloured (includes metallic) ribbons, and a full set of 3 Bows – one for the front of the car and one for each rear door handle. All our ribbons are waterproof and windproof polyester they are colour fast and will be carefully removed from the cars and presented to you.	£35
Coloured and printed ribbons & 3 Bows	a full 7 mtrs of your selected coloured (includes metallic) ribbons, as above but with your personalised printed message, your names and date of wedding, or any other message (includes for clip art pictures if you wish them) also includes for 3 bows (1 bow to the front of the car and each of the two rear door handles). Again they will be carefully removed from the cars and presented to you on the day.	£45

**Drinks – all served chilled (Champagne on ice) with the appropriate number of glasses.**

Champagne 1	<b>Benoit Renaud Champagne Brut 75cl (or similar)</b> <i>Benoit Renaud is a pleasant, easy drinking Brut Champagne. Described as fruity, buttery with a vanilla flavour. ABV 12.5%</i>	£45
Champagne 2	<b>Pierre Darcy's Champagne Blanc de Noirs Grande Reserve Brut 75cl</b> <i>This elegant Blanc de Noirs is produced entirely from a special blend of red grapes. Pale in colour with enticing aromas of ripe fruit with fresh acidity and a distinct flavour. ABV 12%</i>	£48
Champagne 3	<b>Moet &amp; Chandon Champagne Brut NV 75cl</b> <i>Since 1743, Moet &amp; Chandon has been the definitive reference for champagne. The quality of its wines expresses the extent and diversity of its fabulous vineyard estate. ABV 12%</i>	£49
Sparkling White	<b>Jacobs Creek 75cl (or similar)</b> <i>Chardonnay Pinot Noir Smooth &amp; fruity. Sparkling white is smooth and fruity with an appealing bouquet of vibrant tropical fruits and crisp citrus finish. ABV 11%</i>	£18
Sparkling Rose	<b>Jacobs Creek 75cl (or similar)</b> <i>Fruity &amp; refreshing. Sparkling rose, refreshing and fruity with an appealing bouquet of wild strawberry and red cherry. ABV 11.5%</i>	£18
Sparkling Perry	<b>Chaumet Sparkling Perry (or similar)</b> <i>Demi Sec, Classic sparkling Perry, refreshing &amp; Invigorating ABV 5.5%</i>	£15
Bucks Fizz	<b>Bucks Fizz, pre-blended 75cl Lower Alcohol</b> <i>Delicious sparkling blend of white wine and orange juice, light and refreshing. ABV 3.9%</i>	£ 8
NON alcoholic White	<b>White Muskat Celebration 75cl</b> <i>Zero alcohol, a chilled bottle of fresh and lively white sparkling 'wine' – allows the smaller bridesmaids to feel a bit more grown up – also great for photographs. ABV 0.0</i>	£ 8
Free	<b>When drinks are ordered, (when we carry a cool box) we will also carry bottled water and low sugar lemonade for the little ones.</b>	Free
Please Note	<i>Heritage Cars are licensed for the sale and supply of alcohol for consumption off the premises in accordance with The Licensing Act 2003.</i>	Please Note



Personalised Ribbons?



Personalised Ribbons?

### **Other Options (all free – just ask)**

Mints, hand/face wipes, bottled water – we also carry mirrors, energy bars/drinks and even an emergency dress repair kit (needle & cotton/hair clips/safety pins etc).

White Brollies (hopefully not needed)

Tissues (Happy tears only)

Just Married sign – hung on the back of the car after the ceremony.

Old tin Cans – hung on the back of the car just before arrival at your reception.  
A noticeable arrival for sure.

Roof up/down (Weather permitting) – ask at any time, we are happy to help, please note that with our Beauford Tourer, the roof takes around 5 minutes to reset and all passengers must be out of the car during the reset.

We are more than happy to organise other options or ideas, we regularly tie on balloons, or attach special signs on the cars – whatever you want, just ask.

We are also happy to play any ‘special’ music in the cars (sorry, not Cowley) simply give us a CD – or USB Drive and we will do the rest!

**Special spot?** – we can drive to/via any nearby locations if you wish – no charge.

**Pearl strings** – we have white and ivory strung pearls that can be tied on with or as an alternative to ribbons.

**Flower garlands** (Ivory roses) – as with the pearl strings, these can be tied alongside or used as an alternative to your ribbons.

**Winter and evening weddings** – we can attach external fairy lights to the cars (alongside the ribbons) for a magical arrival.

## **Things to Consider:**

**If your first address has parking issues, it may be a good idea to arrange to reserve some space if possible, a long walk to the cars (especially in poor weather) is not a great start to the wedding.**

You may wish to give your make up bag to your driver –you can include your perfume, flat shoes and any other items you will need for later. We will carry them in the car and return to you at the appropriate time.

**Timings: the only *critical* timing is the Ceremony itself, you should plan to arrive with at least 5 minutes to spare – this will give you the chance to be greeted by your bridesmaids, to sort out any last-minute dress or make up issues and it will give you a chance to catch your breath. You should always allow *twice* the normal journey time from your leaving address, to the ceremony venue, don't worry if you are a little early, the cars will divert locally and ensure you arrive on time. Its far safer (and less stressful) to have time to spare than be late.**

Also allow time immediately after the ceremony – all your family and friends congratulating the married couple can take up a lot of time, your photographer will usually want to take pictures at the ceremony venue – as will your guests – you should allow at least 30 minutes for this, but remember there may be a wedding following yours, so this may not always be practical.

**Your arrival time at the reception venue is usually less critical, in fact it can be very helpful to be a few minutes late – this will give your guests the chance to arrive and get parked – we will (if requested) take a longer route to the reception – or even park up (to check hair/make up etc) for a few minutes if you wish. Your arrival at the reception venue will then be a suitably grand affair, befitting the occasion.**

Photographs with the cars will usually take place straight after your arrival, you will probably remain in the car for a few minutes after you have arrived – everyone will have cameras and video recorders aimed at you for the next hour or so - so keep that smile fixed at all times!

**If we can help in any way at all to make your day perfect – just ask us, it really is as important to us as it is to you!**

**[www: heritagecarskent.com](http://www.heritagecarskent.com)**

## Heritage Cars - Contract of Terms and Conditions

The parties to this agreement are:

Heritage Cars of The Orchard Mounts Road Greenhithe Kent DA9 9ND (“Heritage Cars”)

and

The person named and making the initial booking. (“The Client/Customer/Hirer”)

### Definitions & Terms

1. The expressions “Vehicle or Car” means any vehicle as listed/indicated in the booking form, or a Vehicle of an equivalent specification or as near as is possible.
2. The expressions “We, Us and Our” refers to “Heritage Cars” or its representatives.
3. Non-package hire rates are £360 hire fee per car plus £95 per hour (or part of hour) per car. Mileage charges of £3.75 per mile (per car) will also be charged. Our packages reflect considerable reductions in costs.
4. Packages are limited to time on hire. These limits are based from leaving our Greenhithe Kent address, returning to same, the time limits are as described for the package as selected by the client at time of booking.
5. The package selected by the client is booked on the basis that the client considers it suitable and/or relevant to the client’s potential usage. Deliberate booking of a package not adequate for the period of hire required will result in additional costs as outlined below (see 13).
6. Bronze Package allows a maximum hire duration of 2 Hours.
7. Silver Package allows a maximum hire duration of 3 Hours.
8. Gold Package allows a maximum hire duration of 4 Hours.
9. The hirer has the option of adding to all packages an additional 30mins hire at the current rate charged, this is called a package PLUS hire - for example Bronze PLUS allows a maximum hire duration of 2.5 Hours, Silver PLUS allows a maximum hire duration of 3.5 Hours.
10. Elite Package allows a flexible, 6-hour hire duration up to 7pm on the day of hire (allows unlimited waiting time for photographs with the car) and Unlimited Miles total travel. Elite packages include for onward journeys prior to 7pm.
11. Onward journeys after 7pm are subject to overtime and/or additional driver charges.
12. Onward journeys are not necessarily made in the hired cars, alternative vehicles may be used or may be arranged through a private hire firm using vehicles & drivers plated for such use.
13. Hire durations over and above the stated limits will be charged at £70/per half Hour or part thereof. It is an express condition that no further client agreement is required for an unplanned initial period of up to 40 minutes of additional hire, this period will be calculated as 2x half hour periods and be chargeable. We reserve the right to withdraw from the booking and return to our base should the booking duration (without client agreement) be further exceeded.
14. All durations will be calculated ‘base to base’ from time of leaving and returning to our premises.
15. Heritage Cars may (at their sole discretion) allow a reasonable period of grace and flexibility where unforeseen traffic conditions are the sole cause of any additional duration.
16. Duration based hire (unrestricted mileage hire) is standard for all wedding packages or negotiated on an individual basis only and the special rates offered are exclusive to that vehicle or selected package only.
17. The above package rates are not, unless otherwise stated, relevant to any other hire agreement.

18. Our standard wedding hire rates are as indicated by our current published price list, these fixed price hires allow for a maximum hire period, the above-mentioned terms 6, 13, 14 and 15 are also applied to our standard wedding package hire rates.
19. Where otherwise avoidable delays and/or diversions are caused by the clients or their nominated passengers, or other services engaged by the client, the client will be responsible for any additional charges.
20. Client's will be advised in writing of such and additional charges imposed. Any such charges will be payable in full, within 14 days following the date of hire. We will, where possible, use the client details and payment method(s) previously used for other such payments that may be due. No additional client authorisation will be required as authority to take additional payments is an express condition of booking.
21. Passengers carried must comply with the road traffic act rules and regulations. Children requiring special car seats or restraints can normally be carried, special seats or booster seats where needed must be provided by the hirers. (for insurance reasons, we cannot provide these items) Children under 4 yrs cannot be carried in our vehicles without appropriate car seats. All passengers must sit in a seat and wear a seatbelt, where fitted. Children sitting on laps is illegal and will not be permitted. All passengers must behave in a manner considered appropriate by the driver. The vehicles are not suitable for disabled passengers.
22. The driver has the authority to demand the removal of passengers and/or refuse to continue where the (verbal or physical) actions of passengers (including children) distract him/her from safe progress.
23. The client expressly agrees that the vehicle is hired on the strict understanding that any third party authorised or employed by the client (Guests, Photographers etc) will not, deface, or otherwise damage (accidentally or deliberately) the vehicle in any way. Any costs incurred as a result of repairs, excessive or extra cleaning or replacements howsoever caused will be chargeable to the client.
24. The vehicle is hired on the strict understanding that the passengers will not, deface, or otherwise damage (accidentally or deliberately) the vehicle in any way, this includes persons feeling/being unwell. Any costs incurred as a result of repairs, excessive or extra cleaning or replacements howsoever caused will be chargeable to the client. A minimum specialist cleaning charge of £150 will be made in each case, where vomit, blood (and/or stains or odours caused by other substances/materials) cause such cleaning to be required.
25. The client is ultimately responsible and personally liable for the actions of all passengers carried under this hire agreement.
26. The client will be responsible for any additional costs directly incurred, this includes toll charges, congestion charges, parking fees and any other costs where directly related to the booking.
27. The driver has the authority to refuse to drive in areas that may in his/her opinion be dangerous or may cause damage to the vehicle or cause the vehicle to become difficult to control or where recovery may be required. This includes (but is not limited to) driving on or over high-speed restricting structures, muddy or grassed areas, dirt or uneven tracks and steep routes.

### **Heritage Cars Obligations**

28. Heritage Cars agrees to supply their company Vehicles or on occasion act as agent in obtaining a Vehicle not available from our own fleet and provide such Vehicles fully insured for the purpose of wedding car hire to the public. The Vehicles supplied by other parties shall be fit for purpose and in a road worthy condition and offered with a qualified and licensed driver should such licensing be necessary.
29. The supply shall remain available for the period relevant to the package selected. No reductions will be applied if less duration is achieved or required.
30. Heritage Cars reserve the right to provide an alternate Vehicle from its own stocks where available or other parties if the Vehicle requested is unavailable or unsuitable due to weather conditions, breakdown, accident, illness or any other reason. (see 50)
31. Heritage Cars do not accept responsibility for delays or other issues caused by breakdowns, accidents, traffic or weather conditions or any other unforeseen or unavoidable circumstance.

## Payment

32. The Customer shall pay Heritage Cars for the use of the Vehicle and driver (together with any additional or optional extra items as agreed or as above) at the rates as stated or otherwise agreed. The full payment must be made no later than 30 days prior to the date of the booking. Where credit/debit cards are used to pay the booking fee, the same payment method will be used to collect any outstanding balance at 28 days prior to the date of the booking. No additional client authorisation will be required as agreement to take additional payments is an express condition of booking.
33. Heritage Cars shall pay its own drivers or where acting as agent, the supplier for the use of the Vehicle by way of an independent contract unless otherwise stated.
34. **Please note that no cancellations, alterations or amendments to this booking will be accepted other than IN WRITING by the person booking - this is to avoid prank/hoax calls.**
35. A minimum non-refundable booking fee of £50 per car is required at time of booking - the balance is payable no later than 30 days prior to the date of hire. **Failure to pay the balance of hire charges within this time limit may cause Heritage Cars to consider the booking cancelled by default.**
36. Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. If you are contracting with us as a consumer, online, by phone, at a wedding fair or any other venue other than our office you have the right to cancel your contract at any time up to 14 calendar days after the day on which you ordered our services. Should you wish to cancel your order you must do so by email to: info@heritagecarskent.com or by letter to: Heritage Cars The Orchard Mounts Rd Greenhithe Kent DA9 9ND.
37. Should the Customer cancel the booking for any reason after 14 days, they will be subject to the following charges. **Cancellation of this booking will only be accepted in writing by the person booking (hirer)**, our cancellation rates are: 90 days or more prior to the date of hire, loss of booking fees and/or deposit, (all balances other than cancellation charges will be repaid to the client). Less than 90 days prior to the date of hire, the client will be responsible for 100% of total hire charges.
38. All cancellations must be **in writing** by email to: info@heritagecarskent.com or by letter to: Heritage Cars The Orchard Mounts Rd Greenhithe Kent DA9 9ND.
39. Heritage Cars reserves the right to charge £70.00 per half hour (or part thereof) for deviations from the confirmed booking where resulting in additional time. Costs as per 25 & 27 above, may also be payable, these charges or costs may be made using the same method used to pay any deposit. No additional client authorisation will be required as agreement to take additional payments is an express condition of booking.

## Use of Vehicle

40. The Vehicle shall be at the Customer's disposal during the Contract Period for the carriage of the Customer and (subject to the carrying capacity of the Vehicle not being exceeded) the Customer's nominees. Provided that the Vehicle shall not be used otherwise than on public roads except on a private driveway leading to a dwelling house or place of public resort and being of a reasonable standard.
41. The Customer shall not require Heritage Cars or its driver to use the Vehicle to break any provision of the Road Traffic Acts under the Road Traffic Regulation Act 1984 the Vehicle Excise and Registration Act 1994 and any regulations made under such Acts.
42. All vehicles are non-smoking, no unauthorised eating and/or drinking permitted - without exception.

## Limitations of Heritage Cars liability

43. All vehicles are fully prepared and cleaned before a wedding but Heritage Cars does not accept any liability for clothing or other items becoming marked or stained by oil/grease, road dirt or exhaust fumes from the vehicle.
44. Every effort is made for vehicles to be supplied in fully working order, but Heritage Cars cannot accept any responsibility for accidents, breakdowns, traffic problems, road closures or any other unforeseeable factor, which may cause delay. (See 50)
45. Where extreme weather conditions (storm, heavy snow etc) prevent practical or safe use of cars as named in the schedule, we will at our own discretion, use alternative vehicles where possible, this includes the use of four-wheel drive vehicles.

46. Heritage Cars are not responsible for loss or damage to property carried or left unattended in the vehicle under any circumstances.
47. Heritage Cars liability in respect of any failure to provide **any** services under this agreement shall be limited to the amount of the hire charge payable to Heritage Cars in respect of the period or proportionate part of such failure. (See 50)
48. Heritage Cars shall not be liable for any pecuniary or consequential loss arising from any breach of this agreement.
49. By making the booking or signing the agreement, the client fully understands and unreservedly agrees to the terms and conditions of hire and realise that our car hire is based on limitations of time on hire and that hire fees are payable in full at least 30 days prior to the date of hire.
50. Heritage cars shall not be liable for any claims or circumstances where cars hired are deemed unsuitable due to size, height or width or ease of access - all clients (and potential clients) are freely encouraged and offered the opportunity to view and test cars for suitability and practicality prior to booking.
51. Every effort is made for vehicles to be supplied in fully working order, but Heritage Cars cannot accept any responsibility for breakdown, traffic problems, road closures, weather or any other unforeseeable factor, which may cause delay.
52. Old cars are more likely to experience engine or other mechanical failures. Unfortunately, this is inherent of old cars. They DO NOT perform like a modern vehicle. The Hirer expressly accepts upon booking that in hiring vintage and classic vehicles the chance of mechanical failures causing a delay is much higher than a modern/new car.
53. If the car you have booked develops a fault that cannot be rectified in a timely manner, where practical, a second vehicle will be dispatched as a replacement. Where it is impractical that a replacement vehicle be supplied due to distance and time constraints, our chauffeur will help to organise a local taxi company to provide a substitute vehicle (or vehicles) in order to get all passengers to the next destination as quickly as possible, Heritage Cars will pay for these services. (See 55)
54. The Hirer, upon the reservation of any vehicle(s) accepts that each of our vehicles is unique and there is only one of each model available. Should it be necessary to substitute a vehicle, an identical vehicle will not be possible.
55. Reimbursement of hire fees paid by the client will be made at our discretion and will be proportionate taking into account any journeys completed or partly carried out, booking fees, administration and other expenses already expended.

### **Overtime Procedure**

56. Our Packages are time based and are designed to offer considerable hire savings to our clients, it is however very important to select a package that is adequate and appropriate to your wedding. If your wedding over runs by a few minutes, this is not usually a problem, however if it over runs by more than fifteen minutes, unless overtime has been requested and/or pre-paid, the cars will leave.
  - a) Please note that overtime does not simply affect the drivers and cars on hire, office staff, duty mechanic and car valeters will all be waiting at our base for the return of the cars in order to deal with them, unscheduled late returns obviously increase our costs.
  - b) Example; Hire end time scheduled for 3pm – unless otherwise requested, cars will normally leave prior in order to allow return to base journey time. Where requested to stay on, the cars will only remain for 15 mins unless overtime is pre-paid. Overtime costs are £70 per half hour (or part thereof). Payment must be made at time of requesting overtime and must include the existing overtime period and the next 30-minute period (£140). This payment will therefore re schedule the hire end time to 1600. The extra 1 hour will have cost you £140, however by booking the more appropriate, one hour longer package, it would have cost you less than half (around £60).
  - c) **Important:** If payment is not made at the 15-minute overtime point, (3.15pm) the cars will leave without further notice. In accordance with our contract, you will also be billed after the wedding for unpaid overtime periods (£70 per ½ hour).
  - d) **Choosing the appropriate package saves you (and us) money.**

## Alcohol Policy

### 57. Clients Notice: Provision of alcoholic drinks.

*Heritage Cars are licensed for the sale and supply of alcohol for consumption off the premises in accordance with The Licensing Act 2003.*

Whilst weddings are an event to be celebrated, the provision of alcoholic drinks is not mandatory. We always carry complimentary non-alcoholic drinks that are freely available. These include bottled water, lemonade, glucose drinks etc.

We will not supply/serve drinks of a strength over 17% ABV (No spirits). For reasons of carriage space, we will not normally supply/serve beer or cider. We will only provide Champagne, Sparkling Wine or Bucks Fizz to pre-booked wedding car hire clients who are over the age of 18. Zero alcohol sparkling wine is also available. We will usually only serve these drinks after the wedding ceremony and prior to the trip to the reception venue.

Rules of service and **licensing laws are exactly the same as when in a pub** - proof of age will be required prior to any member of the wedding party being served where they appear to be under 21. If any passenger of the wedding party appears to be under the influence of alcohol or drugs, the drinks will not be served at all.

**IMPORTANT: The supply of any alcoholic drink to children/persons under 18 is illegal and any attempt by any person to permit such service will cause an immediate breach of contract and the car hire agreement will cease at that point; the driver will park the vehicle at the earliest safe opportunity and all passengers will be instructed to leave the car.**

## OUR DATA PROTECTION STATEMENT

Your personal data is safe with us, we do not collect email addresses forwarding them to third parties, that would be illegal.

Your personal data will normally be retained for a period of twelve months following the date of your wedding, at which time all will be deleted. If you require us to delete it at some other point in time please email [info@heritagecarskent.com](mailto:info@heritagecarskent.com) with your request. The exception being the documentation that HMRC requires us to keep for a minimum of six years following our annual tax return. That documentation will be encrypted and password protected following our tax return and only re-opened at the request of HMRC. Once the six years has expired all information will then be destroyed. Other than us no other party will have access to any of your data with the exception of our accountants who will be able to access only that which they need to complete our annual tax return to HMRC.