

AR01 2015

Annual Return



Companies House



Go online to file this information
www.gov.uk/companieshouse

A fee is payable with this form
Please see 'How to pay' on the
last page.

COMPANIES HOUSE

What this form is for
You may use this form to confirm
that the company information is
correct as at the date of this return.
You must file an Annual Return at
least once every year.

What this form is for
You cannot use this form to give
notice of changes to directors,
officers, registered office, company type
relating to the company.

SATURDAY



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RCS

18/02/2017

#66

If you are filing this form online, please
enter the company number on the
Companies House website.

Part 1 Company details

The section must be completed by all companies.

→ **Filing in this form**
Please complete in typescript or in
bold black capitals.
All fields are mandatory unless
specified or indicated by *

A1 Company details

Company number 02709622

Company name in full
BURBURY HOUSE MANAGEMENT
LTD

① **Company name change**
If your company has recently
changed its name, please provide
the company name as at the date of
this return.

A2 Return date

Please give the annual return made up date. The return date must not be a future
date. The annual return must be delivered within 28 days of the date given below.

Date of this return 24 04 2015

② **Date of this return**
Your company's return date
is usually the anniversary of
incorporation or the anniversary
of the last annual return filed at
Companies House. You may choose
an earlier return date but it must not
be a later date.

A3 Principal business activity

Please show the trade classification code number(s) for the principal
activity or activities. ①

Classification code 1 98000
Classification code 2
Classification code 3
Classification code 4

If you cannot determine a code, please give a brief description of your
business activity below:

Principal activity
description
MANAGEMENT COMPANY FORMED
BY OWNERS TO MANAGE
BUILDING

② **Principal business activity**
You must provide a trade
classification code (SIC code 2007)
or a description of your company's
main business in this section.
A full list of the trade classification
codes are available on our website:
www.gov.uk/companieshouse

AR01 2015

Annual Return

A4

Company type^①

Please confirm your company type by ticking the appropriate box (one box must be ticked):

- ☐ Public limited company
- ☒ Private company limited by shares
- ☐ Private company limited by guarantee
- ☐ Private company limited by shares exempt under section 1013
- ☐ Private company limited by guarantee exempt under section 1013
- ☐ Private unlimited company with share capital
- ☐ Private unlimited company without share capital

SATURDAY

A19

"A6UJU7RK"
18/02/2017 #171
COMPANIES HOUSE

A5

Registered office address^②

Building name/number 20

Street SANSOME WALK

Post town WORCESTER

County/Region WORCESTERSHIRE

Postcode WR1 1LR

② Change of registered office

This must agree with the address that is held on the Companies House record at the date of this return.

If the registered office address has changed, you should complete form AD01 and submit it together with this annual return.

A6

Single alternative inspection location (SAIL) of the company records (if applicable)^③

Building name/number

Street

Post town

County/Region

Postcode

③ SAIL address

This must agree with the address that is held on the Companies House record at the date of this return.

If the address has changed, you should complete form AD02 and submit it together with this annual return.

A7

Location of company records^④

Please tick the appropriate box to indicate which records are kept at the SAIL address in Section A6:

- ☐ Register of people with significant control.
- ☐ Register of members.
- ☐ Register of directors.
- ☐ Directors' service contracts.
- ☐ Directors' indemnities.
- ☐ Register of secretaries.
- ☐ Records of resolutions etc.
- ☐ Contracts relating to purchase of own shares.
- ☐ Documents relating to redemption or purchase of own share out of capital by private company.
- ☐ Register of debenture holders.
- ☐ Report to members of outcome of investigation by public company into interests in its shares.
- ☐ Register of interests in shares disclosed to public company.
- ☐ Instruments creating charges and register of charges: England and Wales or Northern Ireland.
- ☐ Instruments creating charges and register of charges: Scotland.

④ Location of company records

If the company records are held at the registered office address, do not tick any of the boxes in this section.

Certain records must be kept by every company while other records are only kept by certain company types where appropriate.

If the records are not kept at the SAIL address, they must be available at the registered office.

If any of the company records have moved from the registered office to the address in Section A6 since the last annual return, you must complete form AD03 and submit it together with this annual return.

Part 2**Officers of the company**

This section should include details of the company as at the made up date of this annual return. All details must agree with those previously notified to Companies House.

Corporate officers

- For a corporate secretary, go to Section B1
- For a corporate director, go to Section C1

Individual officers

- For a secretary who is an individual, go to Section D1
- For a director who is an individual, go to Section E1 and also complete Part 3

New appointments

You cannot use this form to appoint new officers to the company. To do this, please complete the appropriate form and submit it together with this annual return:

- AP01 - for directors who are individuals
- AP02 - for a corporate director
- AP03 - for secretaries who are individuals
- AP04 - for a corporate secretary

Change to officer details

You cannot use this form to change any officer details. To do this, please complete the appropriate form and submit it together with this annual return:

- CH01 - for changes to details of directors who are individuals
- CH02 - for changes to details of a corporate director
- CH03 - for changes to details of secretary who are individuals
- CH04 - for changes to details of a corporate secretary

Continuation pages

Please use a continuation page if you need to enter more officer details.

AR01 2015

Annual Return

Corporate secretary

B1	Corporate secretary's details [Ⓢ]	
	Please use this section for corporate secretaries of the company. For a secretary who is an individual, complete Section D1-D2.	<p>Ⓢ Corporate secretary appointments You cannot use this form to appoint a corporate secretary. To do this, please complete form AP04 and submit it together with this annual return.</p> <p>Corporate secretary details All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH04.</p> <p>This information will appear on the public record.</p> <p>Continuation pages Please use a continuation page if you need to enter more officer details.</p>
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
B2	Location of the registry of the corporate body or firm	
	Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete Section B3 only → No Complete Section B4 only	
B3	EEA companies [Ⓢ]	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	<p>Ⓢ EEA A full list of countries of the EEA can be found in our guidance: www.gov.uk/companieshouse</p> <p>Ⓢ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).</p>
Where the company/firm is registered [Ⓢ]		
Registration number		
B4	Non-EEA companies	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	<p>Ⓢ Non-EEA Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.</p>
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered [Ⓢ]		
If applicable, the registration number		

AR01 2015
Annual Return

Corporate director

C1	Corporate director's details ^①	<p>① Corporate director appointments You cannot use this form to appoint a corporate director. To do this, please complete form AP02 and submit it together with this annual return.</p> <p>Corporate director details All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH02.</p> <p>This information will appear on the public record.</p> <p>Continuation pages Please use a continuation page if you need to enter more officer details.</p>
	Please use this section for corporate directors of the company. For a director who is an individual, complete Section E1-E2 and Part 3.	
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		

C2	Location of the registry of the corporate body or firm
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete Section C3 only → No Complete Section C4 only

C3	EEA companies ^②	<p>② EEA A full list of countries of the EEA can be found in our guidance: www.gov.uk/companieshouse</p> <p>③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).</p>
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered ^③		
Registration number		

C4	Non-EEA companies	<p>④ Non-EEA Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register</p>
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ^⑤		
If applicable, the registration number		

AR01 2015
Annual Return

Secretary

D1 Secretary's details [Ⓢ]

Please use this section for individual secretaries of the company.
For a corporate secretary, complete Section B1-B4.

Title*	
Full forename(s)	
Surname	
Former name(s) [Ⓢ]	

Ⓢ Secretary appointments

You may not use this form to appoint a secretary. To do this, please complete form AP03 and submit it together with this annual return.

Corporate details

Please use Section B1-B4 to enter corporate secretary details.

Secretary details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH03.

Ⓢ Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

Continuation pages

Please use a continuation page if you need to enter more officer details.

D2 Secretary's service address [Ⓢ]

Building name/number									
Street									
Post town									
County/Region									
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Country									

Ⓢ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01 2015

Annual Return

Director

E1	Director's details ^①	
	Please use this section to list individual directors of the company. For a corporate director, complete Section C1-C4.	
Title*	MR	
Full forename(s)	ADAM	
Surname	WALKER	
Former name(s) ^②		
Country/State of residence	ENGLAND	
Nationality	BRITISH	
Month/year of birth ^③	XX 02 1984	
Business occupation (if any)	FOOD DISTRIBUTION	

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section C1-C4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

③ Month and year of birth
Please provide month and year only. Provide full date of birth in Part 3 only.

Continuation pages
Please use a continuation page if you need to enter more officer details.

E2	Director's service address ^④	
Building name/number	FLAT 2, BURBURY HOUSE	
Street	66 MAYFIELD ROAD	
Post town	WORCESTER	
County/Region	WORCESTERSHIRE	
Postcode	WR3 8NS	
Country		

④ Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01 2015
Annual Return

Director

E1

Director's details ^①

Please use this section to list individual directors of the company.
For a corporate director, complete Section C1-C4.

Title*	MR
Full forename(s)	STUART JAMES
Surname	DAYTON
Former name(s) ^②	
Country/State of residence	ENGLAND
Nationality	BRITISH
Month/year of birth ^③	X X 03 1976
Business occupation (if any)	LOCAL GOVERNMENT

① Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details

Please use Section C1-C4 to enter corporate director details.

Director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

③ Month and year of birth

Please provide month and year only. Provide full date of birth in Part 3 only.

Continuation pages

Please use a continuation page if you need to enter more officer details.

E2

Director's service address ^④

Building name/number	FLAT 1, BURBURY HOUSE
Street	68 MAYFIELD ROAD
Post town	WORCESTER
County/Region	WORCESTERSHIRE
Postcode	WR3 8NS
Country	

④ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01 2015
Annual Return

Director

E1	Director's details ^①	
	Please use this section to list individual directors of the company. For a corporate director, complete Section C1-C4.	
Title*	MISS	
Full forename(s)	DIANA	
Surname	SUTTON	
Former name(s) ^②		
Country/State of residence	UNITED KINGDOM	
Nationality	BRITISH	
Month/year of birth ^③	XX 10 1986	
Business occupation (if any)	DIRECTOR	

① Director appointments
You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details
Please use Section C1-C4 to enter corporate director details.

Director details
All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

② Former name(s)
Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

③ Month and year of birth
Please provide month and year only. Provide full date of birth in Part 3 only.

Continuation pages
Please use a continuation page if you need to enter more officer details.

E2	Director's service address ^①	
Building name/number	FLAT 4, BURBURY HOUSE	
Street	66 MAYFIELD ROAD	
Post town	WORCESTER	
County/Region	WORCESTERSHIRE	
Postcode	WR3 6NS	
Country		

① Service address
If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

AR01 2015
Annual Return

Director

E1

Director's details ¹

Please use this section to list individual directors of the company.
For a corporate director, complete Section C1-C4.

Title*	MR
Full forename(s)	THOMAS
Surname	DUGGAN
Former name(s) ²	
Country/State of residence	ENGLAND
Nationality	BRITISH
Month/year of birth ³	XX 08 1981
Business occupation (if any)	MANAGER

¹ Director appointments

You cannot use this form to appoint a director. To do this, please complete form AP01 and submit it together with this annual return.

Corporate details

Please use Section C1-C4 to enter corporate director details.

Director details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form CH01.

² Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes during the period of this return.

³ Month and year of birth

Please provide month and year only. Provide full date of birth in Part 3 only.

Continuation pages

Please use a continuation page if you need to enter more officer details.

E2

Director's service address ⁴

Building name/number	FLAT 3, BURBURY HOUSE
Street	68 MAYFIELD ROAD
Post town	WORCESTER
County/Region	WORCESTERSHIRE
Postcode	WR3 8NS
Country	

⁴ Service address

If you have previously notified Companies House that the service address is at 'The Company's Registered Office', please state 'The Company's Registered Office' in the address.

This information will appear on the public record.

Do not remove this page

This page is intentionally blank.

Do not remove this page

Part 4 Statement of capital*

Does your company have share capital?

- Yes Complete the sections below and the following Part 5.
→ No Go to Part 6 (Signature).

* This should reflect the company's capital status at the made up date of this annual return.

F1

Share capital

Complete the table(s) below to show the issued share capital.

Complete a separate table for each currency (if appropriate). For example, add pound sterling in 'Currency table A' and Euros in 'Currency table B'.

Currency Complete a separate table for each currency	Class of shares E.g. Ordinary/Preference etc.	Number of shares	Aggregate nominal value (£, £, \$, etc) Number of shares issued multiplied by nominal value	Total aggregate amount unpaid, if any (£, £, \$, etc) Including both the nominal value and any share premium
---	--	------------------	---	---

Currency table A

STERLING	ORDINARY	5	£5.00	
		Totals	£5.00	£5.00

Currency table B

		Totals		

Currency table C

		Totals		

Totals (including continuation pages)

Total number of shares	Total aggregate nominal value*	Total aggregate amount unpaid*
5	£5.00	0

* Please list total aggregate values in different currencies separately. For example: £100 + €100 + \$10 etc.

AR01 2015
Annual Return

F2

Voting rights

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in Section F1.

Class of share

ORDINARY

Voting rights

1 SHARE = 1 VOTE

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

Part 5 Shareholders

Does your company have share capital?

- Yes go to Section G1 'Companies with share capital'.
→ No Go to Part 6 (Signature).

G1

Companies with share capital

Question 1

Were any of the company's shares admitted to trading on a market at any time during this return period? Please tick the appropriate box below: ●

- ☒ No go to Section G2 'Past and present shareholders'.
☐ Yes go to Question 2.

Question 2

Please only refer to Question 2 below if you have answered 'Yes' to Question 1. If you answered 'No', please go to Section G2 'Past and present shareholders'.

Did the company, throughout the return period, have any shares admitted to trading on a relevant market and was it, throughout the return period, an issuer to which DTR5 applies? Please tick the appropriate box below: ●

- ☐ No go to Section G4 'Shareholders who hold at least 5% of any class of shares of the company as at the made up date of the return'.
☐ Yes go to Part 6 'Signature'

● A market is one established under the rules of a UK recognised investment exchange or any other regulated markets in or outside of the UK, or any other market outside of the UK. The current UK recognized investment exchanges and regulated markets can be found at: www.fsa.gov.uk/register/exchanges.do

● DTR5 refers to the Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. Notification is required when the percentage acquisition of a shareholder in the company has reached a certain threshold (starting at 3%).

G2

List of past and present shareholders ●

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns. Please tick the appropriate box below:

- ☒ There were no shareholder changes in this period. Go to Part 6 (Signature).
☐ A full list of shareholders is enclosed.
☐ A list of shareholder changes is enclosed.

How is the list of shareholders enclosed. Please tick the appropriate box below:

- ☐ The list of shareholders is enclosed on paper. Go to Section G3. 'List of past and present shareholders'.
☐ The list of shareholders is enclosed in another format. Go to Part 6 (Signature).

● This section only applies to companies answering 'No' in Section G1.

AR01 2015
Annual Return

G4

Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

This section should show only the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return.

It should only be completed by companies that have answered 'Yes' to Question 1 in Section G1, and 'No' to Question 2 in Section G1.

If there were no shareholders holding at least 5% of any class of share(s) at the date of this return, this section may be left blank.

→ Go to Part 6 (Signature)

This section only applies to companies answering 'No' to Question 2 in Section G1.

Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

Further shareholders
Please use a 'Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return' continuation page if necessary.

Shares or stock currently held

Shareholder's name	Shareholder's address	Class of share	Number of shares or amount of stock

AR01 2015
Annual Return

List of past and present shareholders⁹

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

① Please list the company shareholders in alphabetical order.

Joint shareholders should be listed consecutively.

Further shareholders

Please use a 'List of past and present shareholders' continuation page if necessary.

This section only applies to companies answering 'No' to Question 1 in Section G1.

[illegible]

Part 6

Signature

This must be completed by all companies.

I am signing this form on behalf of the company.

Signature

Signature

X  X

This form may be signed by:

Director¹, Secretary, Person authorised², Charity commission receiver and manager, CIC manager, Judicial factor.

¹ Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

² Person authorised

Under either section 270 or 274 of the Companies Act 2006.



Do not cover this barcode

AR01 2015
Annual Return



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

STUART PAYTON

Company name

BURBURY HOUSE

MANAGEMENT LTD

Address

Post town

County/Region

Postcode

Country

DX

Telephone

07971624995



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have completed your principal business activity.
- ☐ You have not used this form to make changes to the registered office address.
- ☐ You have not used this form to make changes to secretary and director details.
- ☐ You have provided the full date of birth for all individual directors in Part 3.
- ☐ You have fully completed the Statement of capital (if applicable).
- ☐ You have signed the form.
- ☐ You have enclosed the correct fee.



Important information

Please note that all information on this form will appear on the public record.



How to pay

A fee of £40 is payable to Companies House in respect of a paper Annual Return

Make cheques or postal orders payable to 'Companies House.'



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.



Further information

For further information, please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse