



Working With AUTOCLENZ as a Self-Employed Valeter

At AUTOCLENZ, we work with self-employed valeters to help deliver a high-quality service to our clients. Being self-employed comes with great benefits—like choosing when you work, how you work, and how much you earn. But it also comes with responsibilities.

Below is a simple guide to help you understand what's expected when working with us.

Our aim is simple:

To help you succeed while delivering a first-class service to our clients.

Substitution

As a self-employed valeter:

- You're free to choose **which jobs you accept or decline**. AUTOCLENZ doesn't have to offer you work, and you're not required to take work if it doesn't suit you.
 - You can arrange for **someone else to complete a job** on your behalf, or help you with it. This can be especially useful if something comes up after you've already agreed to a job. All we need to do is carry out Right to Work checks on them first.
 - Any payment arrangements between you and your substitute/helper are **your responsibility to agree between yourselves**. **We will always pay you for work done by your substitute.**
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Payment

Because you're self-employed:

- You'll be paid the **agreed rate for each job**, so it's up to you to decide what rate works for you and to negotiate when needed.
 - When working out your rates, remember you won't receive:
 - holiday pay
 - sick pay
 - You also need to factor in:
 - the cost of materials
 - expenses related to running your self-employed business (e.g., insurance, accountancy fees)
 - the cost of putting right any issues, such as re-valeting a vehicle or paying for damage/excess if something goes wrong
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Tax Responsibilities

As a self-employed person, **you are responsible for managing and paying your own tax and Class 4 National insurance.**

Here's what you need to know:

- You must **register as self-employed with HMRC within 3 months** of starting work.
- You can register online via the HMRC website. If you need help you can follow one of our helpful guides.
- You'll need to share your UTR (Unique Tax Reference) with us.
- Each year you must complete a **Self Assessment tax return** (paper deadline: 31 October, online deadline: 31 January) for the previous tax year which runs from 6th April to 5th April.
- Missing this deadline can result in penalties.
- You will pay:
 - **Income Tax** on your profits
 - **National Insurance contributions** (a profit-based amount, calculated with your tax return)
- Keep clear records of all income and expenses, plus documents such as bank statements. It's a good idea to use a **separate business bank account**. Records should generally be kept for **6 years**.
- From 6th April 2026 sole traders and landlords must register for Making Tax Digital if their annual income from self-employment and property is over £50,000. Making Tax Digital is a new way to report your income and expenses to HMRC on a quarterly basis.
- VAT registration is optional unless your earnings exceed the HMRC threshold. Check the HMRC website for current limits. It can be beneficial to do this voluntarily adopting a Fixed Rate Scheme.
- An accountant may help you claim any tax reliefs you're entitled to and manage your tax return correctly.

Insurance

As a self-employed contractor:

- You are responsible for arranging comprehensive Public Liability insurance with cover of at least £10m plus Motor Trade insurance.
 - You can choose to be covered by AUTOCLENZ's insurance policy at an agreed rate, or you can arrange your own cover via an insurance broker (which we encourage).
 - Remember: **you will be responsible for paying any excess** on your chosen policy.
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Materials

As a self-employed valet, you must provide your own cleaning products and materials.

- To keep our service quality high, you must use **AUTOCLENZ-approved products**. A list of these is available at all AUTOCLENZ sites.
 - If you prefer, you can buy approved chemicals and materials directly from AUTOCLENZ.
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Further Advice

- The HMRC Self-Employment website - www.gov.uk/become-sole-trader provides guidance on being self-employed.
- You can also visit your local Citizens Advice Bureau office (find your nearest at www.citizensadvice.org.uk), or phone 08444 111 444 (in England) or 0844 477 2020 (in Wales) for advice.
- Find a Chartered Accountant (www.icaewfirms.co.uk/business/index.php)
- Find a Solicitor (www.lawsociety.org.uk/choosingandusing/findasolicitor.law).
- www.money.co.uk/business/guides/setting-up-as-a-sole-trader also offers helpful information on registering for self-assessment, what records to keep and tax.