



Valuation Office Agency Non-Domestic Rating Request for Information

Your Name: _____

Correspondence address: _____

Property address: _____

Our reference: FOR /

Form No: VO 6053

This Notice is served on you under Paragraph 5 of Schedule 9 to the Local Government Finance Act 1988, as amended.

I believe that the information requested will assist me in carrying out functions conferred or imposed on me by or under Part III of the 1988 Act (concerning non-domestic rating), including compiling a new Rating List or maintaining an existing Rating List.

.....
Valuation Officer

If any part of either address is wrong, please correct it.

About this Notice

This is a Notice for non-domestic rating purposes for the property shown above.

You are requested to supply the information specified in this Notice by completing, signing and returning it to me within 56 days from the date of receipt by you. A pre-paid envelope is enclosed.

How to fill in this form

Throughout this form

- *the property* means the property/plant and machinery shown above
- where a date is requested, please give the exact date if you know it. If you do not know the exact date, please just fill in the month and year boxes.

If you need more space for any question you can continue on a separate sheet of paper. Please make sure that any extra sheets you use

- clearly show the relevant question number(s)
- are signed and dated, and
- are securely attached to this form.

Who has sent you this form

This form has been sent to you by the Valuation Officer:

Valuation Officers

Valuation Officers work for the Valuation Office Agency (VOA) and are responsible for setting the Rateable Values of all business premises in England and Wales.

The local authority calculates your rates based on the Rateable Value. The VOA is an impartial body, separate from the local authority.

Valuation Officers set new Rateable Values every five years.

Why your information is important to us

The basis of Rateable Value is the annual rent for a telecommunications network if it was available on the open market at a fixed valuation date. Telecommunications networks include fibres, cables, ducts, sub-ducts and operational properties.

The more information we have the more certain we can be that our assessments are correct.

YOU MAY BE PROSECUTED IF YOU MAKE FALSE STATEMENTS, OR BE LIABLE TO PENALTIES IF YOU DO NOT COMPLETE AND RETURN THIS FORM WITHIN 56 DAYS.

If you need help with this form or need an enlarged copy, please phone, e-mail or write to the Valuation Officer at the address opposite.

The Valuation Office is an Executive Agency of HM Revenue & Customs.

Part A - Please give the following details:

- 1 Name of the current network occupier or if unoccupied the owner:

Occupier Owner if unoccupied

- 2 Is the address shown on the front of the form correct?

Yes No

If 'No' state the correct full postal address below:

Postcode

- 2 a. If different from 2, please provide the full address of your head office, to which you require any correspondence or notices to be sent:

Postcode

- 3 When did you first occupy or light the network?

Day	Month	Year

- 4 a. What is the present use of the network?
(e.g. capacity provider, fibre provider, network operator, service connection, other or any combination etc)

- b. Do you supply exclusive fibres, cables, ducts or sub-ducts to any other parties? (exclusive fibres include; dark fibre agreements, Indefeasible Rights of Use Agreements, fibre swaps, capital sales etc. Do not include details of any capacity only agreements)

Yes No

If 'Yes' please provide further details in Question 7.1

- c. Do you occupy buildings or exclusive rooms or floors as part of your network?

Yes No

If 'Yes' please provide further details in Part C

- d. Do you provide exclusive parts of your buildings, rooms or floors to any other parties?

Yes No

If 'Yes' please provide further details in 7.2 (exclude any co-location space, which consists of rack space only or non-exclusive floor space in a shared room or floor)

- 5 Indicate your type of tenure, tick all that apply; (exclude items supplied to other parties included in question 4b and 4d)

- Freehold
 Own Build
 Capital Purchase
 Indefeasible Right of Use Agreement
 Leasehold
 Dark Fibre Agreement
 Fibre Swap Agreement
 Duct or Sub-Duct Agreement
 Infrastructure Agreement
 Wayleave
 Easement
 Tenancy
 Licence
- Other (please specify)

- 6 Please provide details of any cables, fibres, ducts or sub-ducts you have installed for your own use, i.e. own build network
(exclude network provided by others or returned at question 8 in Part B)

- a. Have you constructed your own network or parts of your network as owner/occupier?

Yes No

Total Route kilometres of own build:

- b. Have you lit any of your own build fibres?

Yes No

- c. Total Route kilometres of own build lit fibre:

- d. Average number of lit fibres per Route kilometre:

Part A - Continued

7.1 Details of fibres, cables, ducts, and sub-ducts provided to other parties (from Question 4b)

This section should be completed if the occupier or owner named in question 1 has sold, let or granted permission or any other right or interest, to any other person(s), for the exclusive use of fibres, cables, ducts or sub-ducts. (Please exclude any fibres you have lit for your own use). If there are a number, please continue on a separate sheet of paper or on a photocopy of this page and attach it to this return.

- a. If the answer to question 4b is 'Yes', please state the total number of separate sales, interests or rights granted and provide details below for each operator or user to which an interest or exclusive use or right has been granted;

Total number None (go to question 7.2)

First interest

Operator or third party: (Please complete for each operator or third party or attach a full copy of the agreement)

- b. Name:

State the correct full postal address below:

Postcode

Details of agreement, sale, right or interest:

- c. Type of agreement, right or interest

Dark Fibre Lease Duct Agreement
 Sub-Duct Agreement Fibre Swap
 Indefeasible Right of Use Capital Sale

Other (please specify)

- d. Date of agreement, sale, right or interest:

Day	Month	Year

- e. Term in years or specify if a freehold sale:
 Years Freehold sale

- f. Location of fibres, cables, ducts or sub-ducts (Please complete for each section on a separate piece of paper if necessary)

Start location

End location

Route kilometres

Number of: fibres ducts

cables or sub-ducts

Fibre kilometres

- g. Payment details (Please state if a currency other than UK pounds sterling)

Annual Rental payments: £

Date of rent:

Day	Month	Year

Capital payment: £

Date of payment:

Day	Month	Year

- h. Rent Reviews: Frequency years
 Basis: OMV RPI
 Other (specify)

- i. Repairs: Please state who is responsible for repairs:

 Is a separate charge made for repairs? Yes No

Second interest

Operator or third party: (Please complete for each operator or third party or attach a full copy of the agreement)

- b. Name:

State the correct full postal address below:

Postcode

Details of agreement, sale, right or interest:

- c. Type of agreement, right or interest

Dark Fibre Lease Duct Agreement
 Sub-Duct Agreement Fibre Swap
 Indefeasible Right of Use Capital Sale

Other (please specify)

- d. Date of agreement, sale, right or interest:

Day	Month	Year

- e. Term in years or specify if a freehold sale:
 Years Freehold sale

- f. Location of fibres, cables, ducts or sub-ducts (Please complete for each section on a separate piece of paper if necessary)

Start location

End location

Route kilometres

Number of: fibres ducts

cables or sub-ducts

Fibre kilometres

- g. Payment details (Please state if a currency other than UK pounds sterling)

Annual Rental payments: £

Date of rent:

Day	Month	Year

Capital payment: £

Date of payment:

Day	Month	Year

- h. Rent Reviews: Frequency years
 Basis: OMV RPI
 Other (specify)

- i. Repairs: Please state who is responsible for repairs:

 Is a separate charge made for repairs? Yes No

Part A - Continued

7.2 Details of buildings, or part buildings provided to other parties (from Question 4d)

This section should be completed if the occupier or owner named in question 1 has sold, let or granted permission or any other right or interest, to any other person(s), for the exclusive use of any accommodation including buildings, floors, rooms or cabins. (Please exclude any accommodation that consists of shared rooms or rack space only). If there are a number, please continue on a separate sheet of paper or on a photocopy of this page and attach it to this return.

- a. If the answer to question 4d is 'Yes', please state the total number of separate locations and provide details below for each operator or user to which an interest or exclusive use or right has been granted;

Total number None (go to Part B, question 8a)

First party

Operator or third party: (Please complete for each operator or third party or attach a full copy of the agreement)

- b. Name of third party occupying accommodation:

State the correct full postal address of the third party below:

 Postcode

Details of the accommodation:

- c. Location address:

 Postcode

- d. Type of accommodation, please specify:

Building Cabin Floor
 Room Land

Other (please specify)

- e. Please specify the type of agreement and tenure of the third party:

Lease Licence Freehold sale

Other (please specify)

Date of agreement, sale, right or interest: Day Month Year

- g. Term in years or specify if a freehold sale:

Years Freehold sale

- h. Payment details (Please state if a currency other than UK pounds sterling)

Annual Rental payments: £

Date of rent: Day Month Year

Capital payment: £

Date of payment: Day Month Year

- i. Rent Reviews: Frequency years

Basis: OMV RPI

Other (specify)

- j. Repairs: Please state who is responsible for repairs:

Is a separate charge made for repairs? Yes No

Second party

Operator or third party: (Please complete for each operator or third party or attach a full copy of the agreement)

- b. Name of third party occupying accommodation:

State the correct full postal address of the third party below:

 Postcode

Details of the accommodation:

- c. Location address:

 Postcode

- d. Type of accommodation, please specify:

Building Cabin Floor
 Room Land

Other (please specify)

- e. Please specify the type of agreement and tenure of the third party:

Lease Licence Freehold sale

Other (please specify)

Date of agreement, sale, right or interest: Day Month Year

- g. Term in years or specify if a freehold sale:

Years Freehold sale

- h. Payment details (Please state if a currency other than UK pounds sterling)

Annual Rental payments: £

Date of rent: Day Month Year

Capital payment: £

Date of payment: Day Month Year

- i. Rent Reviews: Frequency years

Basis: OMV RPI

Other (specify)

- j. Repairs: Please state who is responsible for repairs:

Is a separate charge made for repairs? Yes No

Part B

8 Details of fibres, cables, ducts and sub-ducts you occupy and fibres you light as part of your network

This section should be completed if the occupier or owner named in question 1 uses fibres, cables, ducts or sub-ducts or lights fibres that have been provided by other third parties and are used as part of your network. If there are a number of separate agreements, please continue on a separate sheet of paper or on a photocopy of this page and attach it to this return.

- a. Please state the total number of separate agreements and provide details below for each one:

Total number None (go to question 9)

b. **Landlord or third party:**

(Please complete for each landlord or third party)

Name:

State the correct full postal address below:

Postcode

Details of agreement

- c. Type of agreement, purchase, right or interest

Dark Fibre Lease Duct Agreement
 Sub-Duct Agreement Fibre Swap
 Indefeasible Right of Use Capital Sale

Other (please specify)

- d. Date of agreement, purchase, right or interest:

Day	Month	Year

- e. Term in years

Years

- f. Location of fibres, cables, ducts or sub-ducts

(Please complete for each section on a separate piece of paper if necessary)

Start location

End location

Route kilometres

Number of:

fibres

cables

ducts

or sub-ducts

Total fibre kilometres

Lit fibre kilometres

- g. Payment details (Please state if a currency other than UK pounds sterling)

Annual Rental payments: £

Date of rent:

Day	Month	Year

Capital payment: £

Date of payment:

Day	Month	Year

- h. Rent Reviews:

Frequency years

Basis: OMV RPI

Other (specify)

- i. Repairs

Please state who is responsible for repairs:

Is a separate charge made for repairs?

Yes No

Part C

9 Details of buildings, or part buildings you occupy as part of your network

This section should be completed if the occupier or owner named in question 1 has exclusive use of any accommodation including buildings, floors, rooms or cabins as part of your network. Please include any accommodation that consists of shared rooms or rack space for which you have overall control. If there are a number, please continue on a separate sheet of paper or on a photocopy of this page and attach it to this return.

a. Please state the total number of separate locations and provide details below for each site:

Total number None

Location 1

Network accommodation

(Please complete for each location or attach a full copy of the rental agreement if relevant)

b. Details of the accommodation

Location address:

Postcode

c. Type of accommodation, please specify:

Building Cabin Floor
 Room Land

Other (please specify)

d. Please specify the type of agreement and tenure of the third party:

Lease Licence Freehold sale

Other (please specify)

e. Date of agreement, sale, right or interest:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

f. Term in years or specify if a freehold:

Years Freehold

g. Payment details (Please state if a currency other than UK pounds sterling)

Annual Rental payments:

£

Date of rent:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Capital payments:

£

Date of payment:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

h. Rent Reviews: Frequency years

Basis: OMV RPI

Other (specify)

i. Repairs: Please state who is responsible for repairs:

Is a separate charge made for repairs? Yes No

j. Shared accommodation: Do you provide shared accommodation or rack space to other parties at this location? Yes No

If 'Yes', please provide the name(s) of the other party(s)

Location 2

Network accommodation

(Please complete for each location or attach a full copy of the rental agreement if relevant)

b. Details of the accommodation

Location address:

Postcode

c. Type of accommodation, please specify:

Building Cabin Floor
 Room Land

Other (please specify)

d. Please specify the type of agreement and tenure of the third party:

Lease Licence Freehold sale

Other (please specify)

e. Date of agreement, sale, right or interest:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

f. Term in years or specify if a freehold:

Years Freehold

g. Payment details (Please state if a currency other than UK pounds sterling)

Annual Rental payments:

£

Date of rent:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Capital payments:

£

Date of payment:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

h. Rent Reviews: Frequency years

Basis: OMV RPI

Other (specify)

i. Repairs: Please state who is responsible for repairs:

Is a separate charge made for repairs? Yes No

j. Shared accommodation: Do you provide shared accommodation or rack space to other parties at this location? Yes No

If 'Yes', please provide the name(s) of the other party(s)

Please complete the declaration on page 7 before you return this Notice to me

Part D - Declaration

COMPLETE IN ALL CASES

To the best of my knowledge and belief the information I have given in this form and any attachments is correct and complete.

Signature

Name *in CAPITALS*

Date

Day	Month	Year

Position

I am the

Occupier

Owner

Lessee

Occupier's Agent

Owner's Agent

Lessee's Agent

Daytime telephone no.

Email address

Part E - Contact details

If you would like us to either contact you at a different address or contact someone else if we have any queries about this form, please give details here.

Name *in CAPITALS*

Daytime telephone no.

Email address

Correspondence address

Post code

Thank you for completing this form. Please now return it in the enclosed envelope.

The Valuation Office Agency is an Executive Agency of HM Revenue & Customs, which is a Data Controller under the Data Protection Act. We hold information for the purposes of taxes and certain other statutory functions as assigned by Parliament. The information we hold may be used for any of the Valuation Office Agency's functions.

We may get information about you from others, such as other government departments and agencies and local authorities. We may check information we receive from them and also from you, with what is already in our records.

We may give information to other government departments and agencies and local authorities but only if the law permits us to do so, to check the accuracy of information, to prevent or detect crime and to protect public funds.

Further Information or remarks (if any)

Please provide further details here if there is insufficient room for you to complete answers to any of the foregoing questions or if any question(s) require further explanation or clarification. Continue on page 8 if necessary.

Question No:	Details:
	<p style="text-align: center;">Please complete the declaration above before you return this Notice to me</p>

Further Information or remarks (if any)

Please provide further details here if there is insufficient room for you to complete answers to any of the foregoing questions or if any question(s) require further explanation or clarification.

Question No:	Details:
	<p data-bbox="347 2002 1248 2033">Please complete the declaration on page 7 before you return this Notice to me</p>