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

Address:

Reference number:

Please enter the address and reference number exactly as shown on the original form or letter. If the address needs any corrections, please type these separately in the address box.

### Time limit

You must return this form within 56 days from the day you receive it. If you do not return this form within 56 days you will be liable to a penalty of £100 [see paragraph 5A(1) of Schedule 9 to the Local Government Finance Act 1988 (“the Act”).]

### How to fill in this form

You may find it useful to have your lease or agreement to hand. Throughout this form:

- The property means the rating list entry shown in the address panel above
- where a date is requested please give the exact date if you know it. If you do not know the exact date, just fill in the month and year boxes.

## Large Print

Large format print copies of this form are available on request from [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk)

This request for information is a notice sent to you pursuant to powers granted to the Valuation Officer under paragraph 5(1) of Schedule 9 of the act. You are required as the owner or occupier, to provide information regarding the property (see paragraph 5(2) of Schedule 9 of the Act. You may be prosecuted if you make false statements.

### Why your information is important

The VOA uses the information provided by all businesses in England and Wales to set rateable values.

These are used by your local council to calculate your business rates bill.

Rateable values are based on the annual rent for a property as if it was available on the open market on a fixed date.

Providing this information helps us get the rateable value correct and ensures your local council can calculate accurate business rates for your business.

### How to submit this form

Please save your completed PDF and send it as an email attachment to: [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk)

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 Local Government Finance Act 1988 (concerning non-domestic rating), including compiling a new rating list or maintaining an existing rating list.

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Valuation Officer

**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?

No  Yes

If "No", state the correct full postal address below

**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:

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

Day	Month	Year
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**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)

No  Yes

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?

No  Yes

If 'Yes' please provide further details Part C

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

No  Yes

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?

No  Yes

Total Route kilometres of own build:

b) Have you lit any of your own build fibres?

No  Yes

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:

**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

- 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 (please specify)

- i) Repairs: Please state who is responsible for repairs:  
  
 Is a separate charge made for repairs? No  Yes

**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:

**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

- 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 (please specify)

- i) Repairs: Please state who is responsible for repairs:  
  
 Is a separate charge made for repairs? No  Yes

**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 8)

**First Interest**

**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 below:

**Details of agreement, sale, right or interest:**

- c) Location Address

- 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
-----	-------	------

- f) Term in years or specify if a freehold sale:

years  Freehold sale

- 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 (please specify)

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

Is a separate charge made for repairs? No  Yes

**Second Interest**

**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 below:

**Details of agreement, sale, right or interest:**

- c) Location Address

- 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
-----	-------	------

- f) Term in years or specify if a freehold sale:

years  Freehold sale

- 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 (please specify)

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

Is a separate charge made for repairs? No  Yes

## 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:

#### 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, sale, 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:  £

Day	Month	Year
-----	-------	------

Date of rent:

Capital payment:

£		
---	--	--

Date of payment

Day	Month	Year
-----	-------	------

- h) Rent Reviews: Frequency  years

Basis: OMV  RPI

Other (please specify)

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

Is a separate charge made for repairs? No  Yes

# 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:

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
-----	-------	------

f) Term in years or specify if a freehold sale:

years  Freehold sale

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

Annual Rental payments: £

Day	Month	Year
-----	-------	------

Date of rent:

Capital payment:

£

Day	Month	Year
-----	-------	------

Date of payment

Day	Month	Year
-----	-------	------

h) Rent Reviews: Frequency  years

Basis: OMV  RPI

Other (please specify)

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

Is a separate charge made for repairs? No  Yes

j) Shared accommodation: Do you provide shared accommodation or rack space to other parties at this location?

No  Yes

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:

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
-----	-------	------

f) Term in years or specify if a freehold sale:

years  Freehold sale

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

Annual Rental payments: £

Day	Month	Year
-----	-------	------

Date of rent:

Capital payment:

£

Day	Month	Year
-----	-------	------

Date of payment

Day	Month	Year
-----	-------	------

h) Rent Reviews: Frequency  years

Basis: OMV  RPI

Other (please specify)

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

Is a separate charge made for repairs? No  Yes

j) Shared accommodation: Do you provide shared accommodation or rack space to other parties at this location?

No  Yes

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.

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

**Please return to:** Valuation Office Agency, Durham Customer Service Centre, Wycliffe House, Green Lane, Durham DH1 3UW **or if completing digitally**, save the PDF and return as an email attachment to [specialist.rating@voa.gov.uk](mailto:specialist.rating@voa.gov.uk)

*The Valuation Office 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

Question No.	Details

## 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

**Please complete the declaration on Page 7 before you return this notice to me**