

Our Ref: 41996  
04 March 2022

Parish Clerk  
Cranleigh Parish Council  
c/o Village Way  
CRANLEIGH  
Surrey  
GU6 8AF

Dear Cranleigh Parish Council

Air Ambulance Charity Kent Surrey Sussex (KSS) fight each day to save lives. We provide critical pre-hospital care across the region, to those that need us most. We are a vital part of your communities, your lives and your safety.

I am writing to you today to apply for a grant of £300 to help towards our mission of saving lives and ensuring the best possible outcomes for our patients.

Last year was the busiest year in our 32-year history. We were called to over 3000 incidents throughout the South East with 27% of our missions coming in Surrey alone.

It takes over £15.2million to operate our service and we simply could not do what we do without the generosity of the people and communities of our region so any support Cranleigh Parish Council may be able to offer really would be appreciated.



I hope that you will join us in our fight to save lives – your support is as critical as our care.

Yours faithfully

Nick Turrell  
Head of Community Fundraising



## CRANLEIGH PARISH COUNCIL

### General Reserves Policy

April 2022

#### 1. Introduction

Cranleigh Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2022 advises:

5.30. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

5.31. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves and to ensure that there are procedures for their establishment and use.

#### 2. Types of Reserves

These may be categorised as either General or Specific.

##### 2.1 General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies.

Setting the level of General Reserves is agreed with the Annual Budget.

JPAG (March 2022 edition) advises:

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council would be able to draw down from its EMRs to provide short term resources.

## **2.2 Earmarked Reserves 'EMR's**

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets. The Council keeps this under annual review through its Forward Maintenance Plan.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developers Contributions – proceeds from developers which can only be used for specified purposes.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities here the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Parish Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

## **3. Management and Control of Reserves**

Movements in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly Budget to Actual Report and at monthly meetings. The use of Reserves shall be approved by the Parish Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council.

The current level of General Reserves to be held by the Council is set at equal to between three and six months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Parish Council.

Policy Review: May 2023

## Clerk

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**From:** Alice Breeveld  
**Sent:** 25 March 2022 13:58  
**To:** Clerk  
**Subject:** Re: Cranleigh Climate Action and Solar Streets

Hi Beverley,

Thank you for listening to me! I am encouraged that the Council is willing to lend support.

My suggested words are as follows:

"Cranleigh Parish Council is pleased to support the 'Solar Streets' initiative as its aims fully fit with our Environmental Action Plan. We hope that many householders and businesses will take the opportunity to join the scheme, reducing the carbon footprint of our community, by generating our own renewable energy. This will not only benefit individuals but it will help to reduce Cranleigh's impact on the planet. £50 per household installation will be donated to a local sustainable project."

thanks very much,  
Alice

On Fri, 25 Mar 2022 at 11:09, Clerk <[clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)> wrote:



Hi Alice

Thank you for attending the Council meeting last night. It will be great if you can keep us updated with the project.

If you could provide a sample supporting statement that would be great.

I have added this to the agenda for our next meeting on Thursday 28 April 2022.

Kind Regards

Beverley Bell FSLCC

Parish Clerk

**Sign up for our newsletter:** <http://eepurl.com/hfYGcz>

**Please think of the environment. Don't print this email unless really necessary.**

This e-mail message neither creates nor is intended to create a contract between Cranleigh Parish Council and the addressee or the addressee's organisation. It is confidential to the Council and the addressee. If you receive this e-mail message in error, please destroy it and delete it from your machine. Please note that any views or opinions expressed in this e-mail are solely those of the author, and do not necessarily represent those of Cranleigh Parish Council. If this e-mail message or any attachments are incomplete or unreadable, please telephone 01483-272311 or e-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We MR SUNI KAPOOR**

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description <b>I REPAIR VAPE SHOP &amp; OFF LICENCE 62 HIGH STREET</b>			
<b>Post town</b>	<b>CRANLEIGH</b>	<b>Postcode</b>	<b>GU6 8AG</b>
Telephone number at premises (if any)			
Non-domestic rateable value of premises		<b>£33,000.00</b>	

**Part 2 – Applicant details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |  |                                     |                             |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals *                    | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual *               |                                     |                             |
| i as a limited company/limited liability partnership | <input type="checkbox"/>            | please complete section (B) |
| ii as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
| iii as an unincorporated association or              | <input type="checkbox"/>            | please complete section (B) |
| iv other (for example a statutory corporation)       | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club                                 | <input type="checkbox"/>            | please complete section (B) |
| d) a charity   | <input type="checkbox"/>            | please complete section (B) |
| e) the proprietor of an educational establishment    | <input type="checkbox"/>            | please complete section (B) |
| f) a health service body                             | <input type="checkbox"/>            | please complete section (B) |

- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a  
 statutory function or ☐  
 a function discharged by virtue of Her Majesty's prerogative ☐

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> KAPOOR			<b>First names</b> SUNI		
<b>Date of birth</b>		I am 18 years old or over <input checked="" type="checkbox"/>		Please tick yes	
<b>Nationality</b> BRITISH					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
<b>Nationality</b>					

Current residential address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

### (B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

**Phone/Tablet accessories, Vape products and Off Licence.**

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- |   |                          |
|---|--------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

**Provision of late night refreshment** (if ticking yes, fill in box I)

☐

**Supply of alcohol** (if ticking yes, fill in box J)

☒

**In all cases complete boxes K, L and M**

A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Wed					
Thur					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

# B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)			
Wed						
Thur						
			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Fri						
Sat						
Sun						

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)			
Wed						
Thur						
			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Fri						
Sat						
Sun						

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed						
Thur			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)			
Fri						
Sat						
Sun						
			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)			
Wed						
Thur						
			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Fri						
Sat						
Sun						

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)		
Thur					
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)		
Mon	08:00	22:00			
Tue	08:00	22:00			
Wed	08:00	22:00			
Thur	08:00	22:00	<b><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	08:00	22:00			
Sat	08:00	22:00			
Sun	08:00	21:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name <b>MR SUNI KAPOOR</b>	
Date of birth:	
Address	
Postcode	
Personal licence number (if known) <b>TO BE APPLIED FOR</b>	
Issuing licensing authority (if known) <b>LONDON BOROUGH OF HOUNSLOW</b>	

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

NONE

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	08:00	22:00	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)
Tue	08:00	22:00	
Wed	08:00	22:00	
Thur	08:00	22:00	
Fri	08:00	22:00	
Sat	08:00	22:00	
Sun	08:00	21:00	

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

1. Challenge 25 policy to be in place at all times
2. CCTV to be installed and 31 days recording system staff trained to download images when required
3. All staff to be trained in responsible alcohol retailing

**b) The prevention of crime and disorder**

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from the council.
2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
3. The CCTV system shall display on any recordings, the correct date and time of the recording.
4. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and servery counter.
6. A suitable intruder alarm complete with panic button shall be fitted and maintained.
7. An incident log shall be kept at the premises, and made available for Inspection on request to an authorised officer of the council or the Police, which will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system
  - (g) any refusal of the sale of alcohol
  - (h) any visit by a relevant authority or emergency service.
8. All alcohol shall be purchased from AWRS registered cash & carry and wholesalers
9. There shall be no self service of spirits on the premises
10. No alcoholic drinks or tobacco will be purchased by the premises from unannounced sellers calling at the premises
11. Spirits shall be located behind counter. All other alcohol (e.g. beer, lager, cider) for sale are to be displayed in a position that is not obscured from the constant view of the cashier / staff by fixtures
12. All staff will have right to work in UK documents checked before being offered employment.

**c) Public safety**

1. Installation of appropriate safety equipment
2. Fire exit signs displayed
3. To comply with all current, fire, health and safety laws
4. CCTV working at all times

**d) The prevention of public nuisance**

1. Notice displayed asking customers to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighbourhood
2. Strict policy in place to tell all staff not to serve alcohol to drunks at all
3. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV

**e) The protection of children from harm**

1. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold.
2. The only acceptable ID will be those with photographic identification documents, including passport, photo-card, driving license or proof of age card bearing the PASS hologram.
3. An refusal book shall be kept at the premises and updated as and when required, and made available for inspection on request to an Licensing Officer, Police or other responsible authority.
4. The licensee will ensure that staff are trained regularly as appropriate in respect to the Licensing Act 2003 legislation, staff to be trained regularly in underage sales prevention.
5. All staff authorised to sell alcohol will be trained in the Challenge 25 scheme and this training will be documented to include the date the training was given, the name of the person who gave the training, the person who received the training and signatures by both trainer and trainee.
6. A sign stating "No proof of age – No sale" shall be displayed at the point of sale.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☒

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	MR M S KAPOOR
.Date	04 – 04 – 2022
Capacity	DULY AUTHORISED AGENT

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) <b>MR M S KAPOOR</b> <b>PERSONAL LICENCE COURSES UK LTD</b> <b>145 STATION ROAD</b>			
Post town	<b>WEST DRAYTON</b>	Postcode	<b>UB7 7ND</b>
Telephone number (if any)	<b>020 8606 0558</b>		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) <b>info@personalllicencecourses.com</b>			

## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.

**15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Consent of individual to being specified as premises supervisor**

I MR SUNI KAPOOR  
[full name of prospective premises supervisor]

of

\_\_\_\_\_  
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

NEW PREMISES APPLICATION  
[type of application]

by

MR SUNI KAPOOR  
[name of applicant]

relating to a premises licence N/A  
[number of existing licence, if any]

for I REPAIR VAPE SHOP & OFF LICENCE  
62 HIGH STREET.  
CRANLEIGH  
QUG BAG.

\_\_\_\_\_  
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

MR SUNI KAPOOR  
[name of applicant]

concerning the supply of alcohol at

I REPAIR VAPE SHOP & OFF LICENCE  
62 HIGH STREET.  
CRANLEIGH,  
GU6 8AC.

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

TO BE APPLIED FOR  
[insert personal licence number, if any]

Personal licence issuing authority

LONDON BOROUGH OF HOUNSLOW  
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

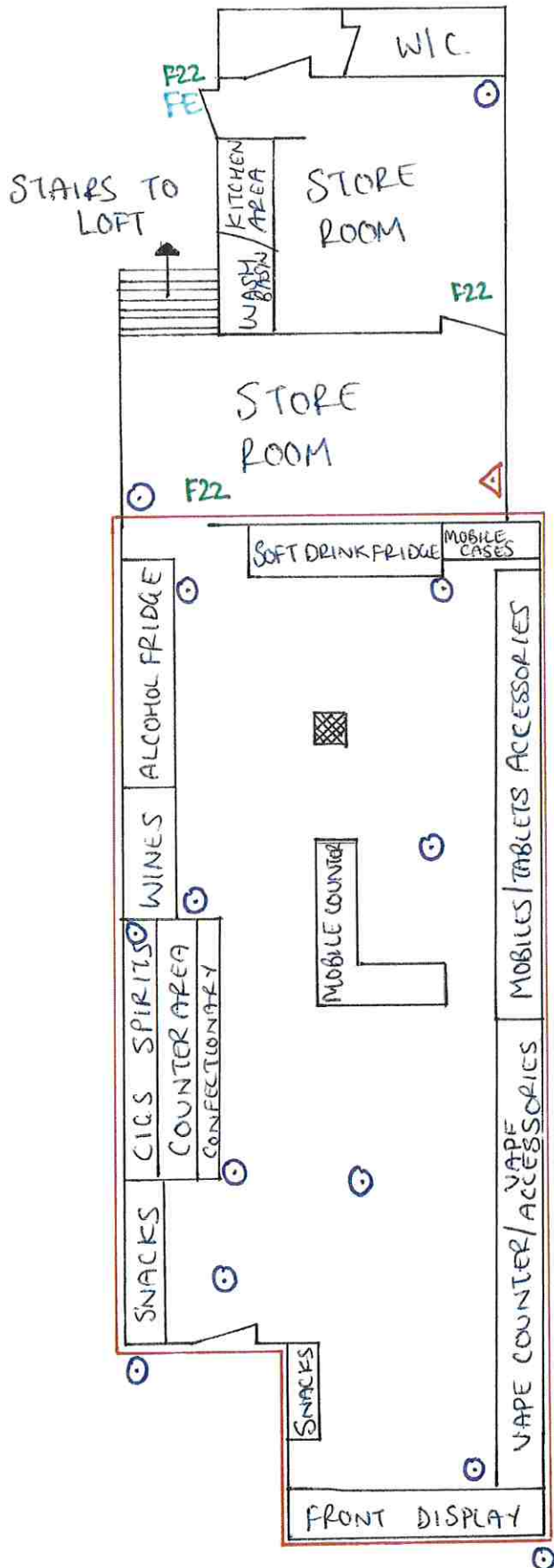
Name (please print)

MR SUNI KAPOOR

Date

04/04/2022

# PROPOSED LICENSING PLAN



## PREMISES DETAILS:

1 REPAIR VAPE SHOP & OFF LICENCE  
62 HIGH STREET  
CRANLEIGH  
GU6 8AG

## KEY:

- LICENSING ACTIVITY AREA
- CCTV
- F22 FIRE EXIT SIGNS
- FE FIRE EXIT
- △ FIRE EXTINGUISHER

SCALE: 1:100

# **The proposed changes to your conditions of tenancy**

## **Summary of Proposed Changes**

We are proposing to remove:

- The Flexible tenancy definition as we are proposing to stop using this type of tenancy.
- References to housing related support charge as this no longer exists.
- Flexible tenancy succession details as this will no longer be relevant.

We are proposing to include:

- A Social housing fraud definition
- Further complaints information
- Further compensation information
- Holiday let information
- Additional circumstances in which recharges can occur
- Septic tank maintenance information
- Access for electrical checks information
- The power to use Anti-social behaviour (ASB) closure orders
- Handling of weapons information
- Permission for Ring doorbells (with cameras)

We are also proposing to update the language to ensure clarity in these clauses:

- Sublet
- Repairs and maintenance
- Recharge at end of tenancy

### All proposed changes

We have listed the proposed changes below. Each table represents a section from the current conditions of tenancy.

The header describes the content included in the column and is repeated on each page:

- “Old No.” refers to the paragraph number in existing Tenancy Agreement
- “Current” refers to existing text in current tenancy agreement
- “Proposed” refers to the new text we are proposing to be included in the amended tenancy agreement
- “New No.” refers to the new paragraph number and
- “Reason” explains why we are proposing to make the change

### Definitions

Old No.	Current	Proposed	New No.	Reason
n/a	<b>Flexible Tenancy</b> A flexible tenancy is a type of tenancy that lasts for a fixed period of time and is granted under Section 107A of the Housing Act 1985. A flexible tenant is a tenant under a flexible tenancy.	Remove definition	n/a	The use of flexible tenancies is being reviewed. If they stop being used following consultation the definition will be deleted.

n/a	No current definition	<p><b>Social Housing Fraud</b></p> <p>If you part with possession of the whole of the property, or sub-let the whole of the property you will lose security of tenure which cannot be regained. The Council will take steps to end the non-secure tenancy and seek possession of the property. If you sub-let part of the property without our consent you will also be in breach of tenancy and the Council will take steps to end the tenancy and seek possession. Social housing is a scarce resource and the Council takes housing fraud very seriously. If you make an unlawful profit from sub-letting the Council may also ask the Court to order that you pay your profits to them in an Unlawful Profit Order. You may also be prosecuted.</p>	n/a	<p>New definition.</p> <p>The inclusion of this provides clarity to tenants on what constitutes social housing fraud.</p>
n/a	<p><b>Sublet</b></p> <p>To give another person the right to live in part but not all of the property (<b>where you do not share any facilities as they have their own</b>).</p>	<p><b>Sublet</b></p> <p>To give another person the exclusive right to live in part but not all of the property.</p>	n/a	<p>Insert 'exclusive' before 'right to live'</p> <p>Remove bracketed information.</p> <p>Clearer use of wording.</p>

n/a	No current definition	<p><b>Assignment</b> An assignment is the transfer of the tenancy to another person or persons during the life of the tenant. Assignment requires the consent of the Council and is normally completed by the signing and witnessing of a Deed of Assignment.</p>	n/a	<p>New definition. Provides clarity of what Assignment means when used in housing terms.</p>
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### Important Information about this tenancy agreement

Old No.	Current	Proposed	New No.	Reason
n/a	As an introductory tenant you can be evicted <b>much</b> more easily than a secure tenant if you do not comply with the terms and conditions of your tenancy.	As an introductory tenant you can be evicted more easily than a secure tenant if you do not comply with the terms and conditions of your tenancy.	n/a	Remove 'much' before 'more' Unnecessary wording.
n/a	<p><b>What is a secure tenancy?</b> You have the right to stay in your home for as long as you want <b>and</b> it remains your only or principal home unless you break one of the conditions of your tenancy or there are other legal reasons for us to apply to the court to evict you.</p>	<p><b>What is a secure tenancy?</b> You have the right to stay in your home for as long as you want <b>provided</b> it remains your only or principal home unless you break one of the conditions of your tenancy or there are other legal reasons for us to apply to the court to evict you.</p>	n/a	Replace 'and' with 'provided' Clearer use of language.

## Section 1 - Your Tenancy

Old No.	Current	Proposed	New No.	Reason
2.	<p><b>Your rights as a tenant</b></p> <p>a. You can pass on your tenancy when you die to your husband, wife, civil partner or other partner. This is called succession. There are other conditions and circumstances that apply, these are detailed in Section 11 of this agreement.</p>	<p><b>Your rights as a tenant</b></p> <p>a. You can <b>normally</b> pass on your tenancy when you die to your husband, wife, civil partner or other partner. This is called succession. There are other conditions and circumstances that apply, these are detailed in Section 11 of this agreement.</p>	2.	<p>Insert 'normally' before 'pass on'</p> <p>Provides clarity around exceptions.</p>
4.	<p><b>Ending your tenancy using a court order</b></p> <p>a. However, there are a few examples of situations when we may have to take court action, even if you are keeping to the tenancy agreement. These include if:</p> <ul style="list-style-type: none"> <li>the tenancy has been passed on to you after a relative has died and we <b>have</b> to move you to smaller accommodation.</li> </ul>	<p><b>Ending your tenancy using a court order</b></p> <p>a. However, there are a few examples of situations when we may have to take court action, even if you are keeping to the tenancy agreement. These include if:</p> <ul style="list-style-type: none"> <li>the tenancy has been passed on to you after a relative has died and we <b>want</b> to move you to smaller accommodation.</li> </ul>	4.	<p>Replace 'have' with 'want'</p> <p>Clearer use of language.</p>

7.	<p><b>Access to your information</b> You can see the information we keep on file about you, <b>or your home if you ask</b>. You may usually only see information about other people at your home with their permission. This is governed by the rules of the Freedom of Information Act 2000, and the General Data Protection Regulations 2018, UK GDPR and any implementing legislation.</p>	<p><b>Access to your information</b> You can see the information we keep on file about you. You may usually only see information about other people at your home with their permission. This is governed by the rules of the Freedom of Information Act 2000, the Data Protection Act 2018, UK GDPR and any other relevant legislation.</p>	7	<p>Removed 'or your home if you ask'.</p> <p>Includes new legislation the Council are required to follow.</p>
8. a	<p><b>Data protection</b> We may share the personal information you provide with other council services if necessary (for example we may need to do this to prevent and detect fraud or other crimes). <b>We are allowed to do this under the General Data Protection Regulations 2018 and any implementing legislation.</b></p>	<p><b>Data protection</b> We may share the personal information you provide with other council services if necessary (for example we may need to do this to prevent and detect fraud or other crimes).</p>	8.a	<p>Remove last sentence, and the legislation may change in the future.</p>

8. b	<p><b>Data protection</b>  <b>Under the General Data Protection Regulations 2018 and any implementing legislation,</b> we must protect any personal information we collect from you and we will keep your personal information safe and secure. We will not share it with other organisations without your knowledge unless we are allowed to do so by law.</p>	<p><b>Data protection</b>  <b>Under data protection rules</b> we must protect any personal information we process and keep it safe and secure. We will not share it with other organisations unless we are allowed to do so by law.</p>	8. b	Update wording to reflect latest legislation and provide clarity around language used.
8	<p><b>Data protection</b>  We may use your personal information in other ways to support the proper management and delivery of our business and services. Details of this are set out in our privacy policy.</p>	<p><b>Data protection</b>  We may use your personal information in other ways to support the proper management and delivery of our business and services. Details of this are set out in our privacy policy <b>which can be found on our website.</b></p>	8	Included 'which can be found on our website' to provide additional information to tenants on their data rights.

12.	<p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>We operate a complaints procedure in line with best practice and our corporate complaints procedure. You can find out more about this by visiting our website at <a href="http://www.waverley.gov.uk/complaints">www.waverley.gov.uk/complaints</a> or by picking up a leaflet at one of our offices.</li> </ul> <p>If you are still not satisfied after you have gone through the complaints procedure, you have the right to refer the matter to a Designated Person (Councillor, MP or Tenants Complaints Panel) and the Housing Ombudsman.</p>	12.	<p>This provides clarity that best practices followed are those recommended by the Housing Ombudsman.</p> <p>Reflects the Council's ambitions to have greener working practices by removing the promotion of leaflets and instead directs to information online or via the customer service centre.</p> <p>Also provides tenants with clearer details of their rights in regard to complaints.</p>
	<p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>We have a corporate complaints procedure which is in line with best practice recommended by the Housing Ombudsman Service. You can find out more about this procedure by visiting our website at <a href="http://www.waverley.gov.uk/complaints">www.waverley.gov.uk/complaints</a> or, you can contact our Customer Services Team.</li> </ul> <p>If you are still not satisfied after you have gone through our complaints procedure, you have the right to ask a Designated Person (Councillor, MP or Tenants Complaints Panel) to review your complaint. If the matter is not resolved by the Designated Person, you can take your complaint to the Housing Ombudsman. However, if you would prefer not to participate in the Designated Persons process you can wait eight weeks from the date of the Council's final response to your complaint and go directly to the Housing Ombudsman.</p>		

12. b	<p><b>Complaints</b> We operate a compensation policy in cases where you have had difficulties with our services, <b>lost money</b> or have made improvements to your home. We can provide you with details of the policy on request.</p>	<p><b>Complaints</b> We operate a compensation policy in cases where you have had difficulties with our services <b>which has led to you suffering inconvenience or loss of facilities, lost money</b>, or you have made improvements to your home <b>at your own expense and are moving to another property</b>. We can provide you with details of the compensation policy on request.</p>	12. b	Additional information on circumstances in which compensation may be awarded.
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## Section 2 – Your rent, other charges and outgoings

Old No.	Current	Proposed	New No.	Reason
6&7	Housing related support charge	Delete entire clause	n/a	Update by removing sections 6 and 7 as housing related support charge no longer exists.

## Section 3 – Using your home

Old No.	Current	Proposed	New No.	Reason

1. c	You must use the property as your only or main home.	I. You must use the property as your only or main home. II. <b>You must not use your home for Airbnb, B&amp;B, or other holiday let.</b>	1. c	Include additional information 'you must not use your home for Airbnb, B&B, or other holiday let' to provide clarity to tenants around expectations of use of property.  Split section into sub points to ensure information is presented in a clear way.
1. j	You and any other person, including children living in the property, are responsible, with other tenants or residents, for keeping any shared areas such as hallways and landings clean and tidy. You must not store or leave any items including personal belongings or dangerous items in these areas. <b>Or we will remove an recharge.</b>	You and any other person, including children living in the property, are responsible, with other tenants or residents, for keeping any shared areas such as hallways and landings clean and tidy. You must not store or leave any items including personal belongings, rubbish or dangerous items in these areas. <b>If you do, we will remove the items and you will have to pay our reasonable costs of doing so.</b>	1.j	Amends wording around when we will recharge to use clearer language.
1.I	No current clause	If your property is serviced by a septic tank, you are responsible for ensuring that it is used properly and you will facilitate the emptying and maintenance of the system.	1.I	Includes additional point around the responsibility of emptying and maintaining septic tanks.

2. c	<p><b>Access to your home</b> By law we must check the safety of the gas appliances in your home every year.</p>	<p><b>Access to your home</b> By law we must check the safety of the gas appliances in your home every year <b>and electrical installations every five years.</b></p>	2. c	<p>Include that we will be checking electrical installations every five years.</p>
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#### Section 4 – Looking after your garden

Old No.	Current	Proposed	New No.	Reason
5.	<p>Existing or new dividing fences, <b>timber</b> sheds and, greenhouses and <b>conservatories</b> are your responsibility to maintain and replace. When you take over the tenancy, they are your responsibility, unless we tell you otherwise.</p>	<p>Existing or new dividing fences, sheds and greenhouses are your responsibility to maintain and replace. When you take over the tenancy, they are your responsibility, unless we tell you otherwise.</p>	5.	<p>Remove 'timber' before sheds to provide clarity that all types of sheds are covered.</p> <p>Remove conservatories from being the tenants responsibility if pre existing in property in line with current legal guidance.</p>

#### Section 5 – Nuisance and anti-social behaviour

Old No.	Current	Proposed	New No.	Reason
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1.	<p><b>General</b></p> <p>We will not accept any nuisance or anti-social behaviour and will take firm action to tackle this. We have a number of tools available to us to tackle nuisance and anti-social behaviour and we will use whatever tool we consider reasonable and proportionate in the circumstances, which may include mediation, an acceptable behaviour contract, a demotion order, injunctions, exclusion orders or a possession order.</p>	<p><b>General</b></p> <p>We will not accept any nuisance or anti-social behaviour and will take firm action to tackle this. We have a number of tools available to us to tackle nuisance and anti-social behaviour and we will use whatever tool we consider reasonable and proportionate in the circumstances, which may include <b>but is not limited to</b> mediation, an acceptable behaviour contract, a demotion order, closure order, injunctions, exclusion orders or a possession order.</p>	1.	<p>Additional wording to make clear that the list of tools provided are examples and not inclusive and other action can be taken provided it is reasonable and proportionate.</p> <p>Add closure order to the list in line with the Anti-social Behaviour, Crime and Policing Act 2014.</p>
2.	<p><b>Your responsibilities</b></p> <p>a. Unacceptable behaviour includes the following:</p> <p><i>bullet point 6.</i></p> <ul style="list-style-type: none"> <li>• using the property, the area nearby or any shared areas for any criminal, immoral or illegal purpose, including buying, selling or using any illegal drugs, or storing or handling stolen goods.</li> </ul>	<p><b>Your responsibilities</b></p> <p>a. Unacceptable behaviour includes the following:</p> <p><i>bullet point 6.</i></p> <ul style="list-style-type: none"> <li>• using the property, the area nearby or any shared areas for any criminal, immoral or illegal purpose, including buying, selling or using any illegal drugs, or storing or handling stolen goods or <b>weapons</b></li> </ul>	2.	<p>Add 'weapons' to ensure clarity that handling weapons will not be tolerated to ensure communities are safe for all.</p>

## Section 6 – Keeping animals and pets

Old No.	Current	Proposed	New No.	Reason
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1.	Permission will not be withheld as a general rule but we retain the right to withdraw permission at any time	We retain the right to withdraw permission at any time.	1.	Clearer use of language
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### Section 8 – Repairs and maintenance

Old No.	Current	Proposed	New No.	Reason
2.	<p><b>Your responsibilities</b></p> <p>f. If you, your friends, relatives, children or any other person living in or visiting the property damages any items, you are responsible for repairing, renewing or replacing these items at your own cost even if they are normally our responsibility. If we have to carry out the work, we will charge you the cost of the work.</p>	<p><b>Your responsibilities</b></p> <p>f. If you, your friends, relatives, children or any other person living in or visiting the property damages <b>the property or</b> any items, you are responsible for repairing, renewing or replacing these items at your own cost even if they are normally our responsibility. If we have to carry out the work, we will charge you the cost of the work.</p>	2.	<p>Add 'the property or' before any items.</p> <p>Makes clear our expectations around damages includes the property itself as well as any items in the property.</p>

### Section 9 – When you need our written permission

Old No.	Current	Proposed	New No.	Reason
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3.	Below is a list of the main things you need to ask our written permission for: <ul style="list-style-type: none"> <li>making structural changes, alterations, improvements or additions to the property.</li> </ul>	Below is a list of the main things you need to ask our written permission for: <ul style="list-style-type: none"> <li>making structural changes, alterations, improvements or additions to the property. This includes laminate or wooden flooring.</li> </ul>	3.	Include 'laminate or wooden flooring' to ensure this is clear.
3.	Below is a list of the main things you need to ask our written permission for: <i>Bullet point 8</i> <ul style="list-style-type: none"> <li>fitting, a satellite dish or closed-circuit television system (CCTV) a CB or amateur-radio aerial to the property or within its boundaries</li> </ul>	Below is a list of the main things you need to ask our written permission for: <i>Bullet point 8</i> <ul style="list-style-type: none"> <li>fitting, a satellite dish or CB amateur-radio aerial or closed-circuit television system (CCTV) to the property or within its boundaries <b>this includes Ring doorbells or other cameras that view the outside of the dwelling).</b></li> </ul>	3.	Ring doorbells have been included to ensure clarity for tenants.  Additional information can be given to tenant around their responsibilities upon permission request.

### Section 11 – Succession Rule

Old No.	Current	Proposed	New No.	Reason
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1.	... Other family members as defined by s113 of the Housing Act 1985 may be able to succeed to an introductory tenancy.	... Other family members as defined by s113 of the Housing Act 1985 may be able to succeed to an introductory tenancy, or a secure tenancy granted before 1 April 2012, provided they lived with you for the 12 months before your death and the property is their only or principal home.		Include additional information on succession rules when tenancy pre-dates April 2012 to provide clarity.
3	Where a spouse/civil partner/other partner succeeds to a secure tenancy under point 11(1) they will obtain whatever type of tenancy the law prescribes at the time, for example a secure tenancy, or upon the immediate end of the secure tenancy, a fixed term for five years.	Delete 11.3	1 & 2	The use of flexible tenancies is being reviewed. If they stop being used following consultation point 3 will no longer be required in conditions of tenancy to reflect these changes.

## Section 12 – Ending your tenancy

Old No.	Current	Proposed	New No.	Reason
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n/a	<p>You can end your tenancy at any time by giving the Council at least four weeks' notice in writing. The notice period and the tenancy must end on a Sunday and the keys must be returned to our offices by 9.30am the next day.</p> <p>We can, at our discretion, waive the above requirements and accept shorter notice, or a notice ending on a different day, but we do not have to.</p>	<p>You can end your tenancy at any time by giving the Council at least four weeks' notice in writing. The notice period and the tenancy must end on a Sunday and the keys must be returned to our offices by 9.30am the next day. <b>When a notice is given by a sole tenant or both joint tenants</b> we can, at our discretion, waive the above requirements and accept shorter notice, or a notice ending on a different day, but we do not have to.</p>	n/a	<p>Insert additional text to ensure the circumstances in which we can use our discretion to accept a shorter notice.</p>
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### Section 13 – Moving out of home

Old No.	Current	Proposed	New No.	Reason
c.	<p>You must return all the keys, including shared door keys and fobs to our offices by 9.30am on the Monday <b>that</b> the notice period and your tenancy ends. If you fail to return keys, you agree to pay the costs of a lock change.</p>	<p>You must return all the keys, including shared door keys and fobs to our offices by 9.30am on the Monday <b>after</b> the notice period and your tenancy ends. If you fail to return keys, you agree to pay the costs of a lock change.</p>	c.	<p>Replace 'that' with 'after'.</p> <p>Provides clarity in language used as tenancy ends on Sunday.</p>

h.	<p>Please remember that we will charge you for any of the following at the end of your tenancy:</p> <p><b>Bullet 2</b></p> <p>We will charge you our costs if we have to clear rubbish or personal belongings left behind in the property or within the boundaries of the property.</p> <p><b>Bullet 3</b></p> <p>We will charge the costs involved in repairing damage to the property, putting right any alterations made to the property without permission</p>	<p>Please remember that we will charge you for any of the following at the end of your tenancy:</p> <p><b>Bullet 2</b></p> <p>We will charge the costs involved in clearing the home, repairing damage to the property, putting right any alterations made to the property without permission or with conditional permission for their removal at the end of the tenancy, or changing locks.</p>	h.	<p>Combines bullet points around costs incurred through clearing the property with repairing damage to the property and any alterations made without permission.</p> <p>Also clarifies charges will be incurred with alterations made to property with conditional permission for removing at the end of tenancy if this fails to happen.</p>
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## Section 14 – Altering your agreement

Old No.	Current	Proposed	New No.	Reason
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n/a	<p>Except for any changes in your rent or service charges, or if the law changes (including future legislation), your tenancy agreement can <b>only</b> be changed with the written permission of both you and us, or if the court orders it. For example, you may become a demoted tenant by court order and you will then get a new Demoted Tenancy Agreement.</p> <p>We also have the legal right to change the tenancy conditions of this agreement after consulting with you.</p>	<p>Except for any changes in your rent or service charges, or if the law changes (including future legislation), your tenancy agreement can be changed with the written permission of both you and us, or if the court orders it. For example, you may become a demoted tenant by court order and you will then get a new Demoted Tenancy Agreement.</p> <p>We also have the legal right to change the tenancy conditions of this agreement after consulting with you.</p>	n/a	<p>Remove 'only' before 'be changed'.</p> <p>Provides clarity to tenants given the ability to review after consultation.</p>
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#### Section 16 – Additional rights (secure tenants only)

Old No.	Current	Proposed	New No.	Reason
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a.	<p>You can take in lodgers to share your home with your family as long as you do not overcrowd the property. You do not need our written permission to do this but must notify us in advance of the name and age of who is to live in your home.</p>	<p>You can take in lodgers to share your home with your family as long as you do not overcrowd the property. You do not need our written permission to do this but must notify us in advance of the name and age of who is to live in your home. <b>You agree that if we notify you that a proposed lodger is unsuitable because of our knowledge of their past behaviour or history, you will not allow them to live with you.</b></p>	a.	<p>Add additional information to make clear that where we find a proposed lodger unsuitable they will not be allowed to reside at the property.</p>
		<p><b>You must not make a profit from your home. This means that any payments you receive from lodgers and subtenants for whom you have permission must be less than the rent you pay.</b></p>	c.	<p>Additional clause to ensure clarity that profit cannot be made from council property.</p>

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- Department for Digital, Culture, Media & Sport (<https://www.gov.uk/government/organisations/department-for-digital-culture-media-sport>)

Open consultation

# Surrey public review request for information

Published 29 March 2022

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## 1. Introduction

The government's ambition is to deliver nationwide gigabit-capable broadband as soon as possible. We recognise that there is a need for government intervention in the parts of the country that are not commercially viable, this is why the government has committed £5 billion for the hardest to reach parts of the country, ensuring that all areas of the UK can benefit. This will be spent through a package of coordinated and mutually supportive interventions, collectively known as Project Gigabit.

BDUK conducted an Open Market Review (OMR) on 20 October 2021 to 22 November 2021 to understand from suppliers if there were any current or planned investment over the next three years (and beyond, if available) in broadband infrastructure (Next Generation Access broadband, ultrafast and gigabit-capable) within the Surrey lot.

The Public Review process aims to validate the outcome of the OMR and BDUK's mapping to ensure that it correctly represents the information provided by suppliers in the course of the OMR and to ensure that the right areas are targeted for government investment.

We invite stakeholders (including the public, businesses, internet service providers and broadband infrastructure operators) to provide us with feedback about the proposed eligible area for government investment set out in this document.

Suppliers who missed contributing to the preceding OMR, had no definitive plans and / or evidence base on which to substantiate claims at that earlier stage, or have subsequently updated their plans now have a final opportunity to notify BDUK before the procurement stage. The premises identified by BDUK as eligible may be grouped into one or more appropriately sized Intervention Areas (IAs). The IAs will be issued to the market so that suppliers can bid for funding to support delivery to those areas.

## 2. Key Eligibility Requirements for Subsidy (<https://www.gov.uk/government/publications/project-gigabit-uk-subsidy-advice>)

The outcome of this PR and the preceding OMR is shown in terms of White, Grey, Black and Under Review premises. We will only subsidise build to premises which have been designated as White.

- **White** - indicates premises with no gigabit network infrastructure and none is likely to be developed within 3 years. [Annex C](#) provides information on the technology 'qualifying' as gigabit-capable
- **Black** - premises with two or more qualifying gigabit infrastructures from different suppliers being available, or will be deployed in the coming 3 years
- **Grey** premises - a single qualifying gigabit infrastructure from a single supplier is available, or is to be deployed within the coming 3 years
- **Under Review** - premises where suppliers have reported planned commercial broadband coverage, but where those plans have been judged through the OMR as potentially being at risk of not being completed

Premises categorised as Under Review will be subject to continued monitoring and verification of supplier plans within the three-year period by BDUK. BDUK may request commitment from the supplier that significant progress is made within three years. In the event that these commercial plans fall away, these premises will be mapped as eligible and form part of the proposed intervention area and so eligible for intervention via this aid measure. We request that suppliers inform us regarding all plans, including plans beyond the initial three-year period.

BDUK classifies premises on the basis of their existing or planned broadband infrastructure, as set out in [Annex B](#) and [Annex C](#). The OMR and PR data analysis of supplier's broadband coverage claims is undertaken at UPRN (premises) level.

Once the PR has closed, if additional information or clarifications are required, BDUK will raise Clarification Questions with suppliers before deciding on a classification.

### 2.1 What are the step change requirements?

BDUK also requires that public intervention should be able to ensure a step change in broadband availability from that currently available as well as credible planned networks. This is demonstrated by:

- generally, download speeds must be at least doubled and upload speeds substantially higher as a result of the intervention when compared with existing download and upload speeds
- significant new investments in the broadband network are undertaken (ie investments that must include civil works and installation of new passive elements)
- the new infrastructure brings significant new capabilities to the market in terms of broadband service availability, capacity, speeds and / or competition

The step change in broadband availability shall be compared to that of existing as well as credible planned networks.

## 3. Outcome of the Open Market Review (OMR) - Surrey - Lot 22

BDUK initiated an OMR for Surrey (Lot 22) from 20 October 2021 to 22 November 2021. You can view the OMR publication [here](https://www.gov.uk/government/consultations/project-gigabit-programme-open-market-review-request-for-information-second-release-of-phase-2) (<https://www.gov.uk/government/consultations/project-gigabit-programme-open-market-review-request-for-information-second-release-of-phase-2>).

The OMR indicated that planned commercial coverage for gigabit-capable broadband would reach approximately 400,662 premises, and would therefore leave the remaining 211,251 premises without access to gigabit-capable broadband.

The outcome of the OMR is shown within the map ([Annex D](#)) and [associated postcode list](#) ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1063732/Surrey\\_OMR\\_Outcome\\_Postcode\\_List.ods](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1063732/Surrey_OMR_Outcome_Postcode_List.ods)) published alongside this document and shows the subsidy classifications determined for each postcode within the Surrey lot. Supplier data submitted during the OMR has been incorporated into the OMR outputs using a methodology that protects commercially sensitive supplier data.

For presentational purposes only, postcodes have been used when mapping the proposed eligible areas for this Public Review. (NB we will only subsidise build to premises which have been designated as White - postcodes are not used to determine intervention areas for subsidy).

For the purpose of mapping only, postcodes have been classified as follows:

1. A postcode is **White** if any 'White' premises are present
2. A postcode is **Under Review** if any 'Under Review' premises are present
3. A postcode is **Black** if all premises in the postcode are classified 'Black'
4. A postcode is **Grey** if all premises are 'Grey' or there is a mixture of 'Grey' and 'Black' premises

The outcome of the OMR is summarised in terms of 'White', 'Grey', 'Black' and 'Under Review' postcodes and premises below.

Postcode Classification	Number of Postcodes	Number of Gigabit Black Premises	Number of Gigabit Grey Premises	Number of Gigabit Under Review Premises	Number of Gigabit White Premises
White	13,234	5,790	87,260	33,174	103,835
Under Review	8,548	5,168	64,670	74,242	
Grey	11,839	18,876	191,143		
Black	1,546	27,755			
<b>Total</b>	<b>35,167</b>	<b>57,589</b>	<b>343,073</b>	<b>107,416</b>	<b>103,835</b>

It is possible to provide Suppliers (upon request and subject to the relevant data sharing agreements being in place) a UPRN list, showing the Premises which have been designated as 'White' and 'Under Review' following the OMR.

Please contact [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com) to request this information.

#### 4. Purpose of this Public Review Request For Information

**This Public Review defines the proposed eligible areas, as determined during the OMR, to enable all interested stakeholders (including the public, businesses, internet service providers and broadband infrastructure operators) to comment on those proposals.**

The outcome of the OMR is shown within the map in [Annex D](#) and [associated postcode list](#) ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1063732/Surrey\\_OMR\\_Outcome\\_Postcode\\_List.ods](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1063732/Surrey_OMR_Outcome_Postcode_List.ods)) published alongside this document.

As part of this Public Review, we will request and then evaluate any further responses in order to validate the eligibility of the premises for government subsidy. During the evaluation exercise, we may engage with suppliers further to discuss and confirm their coverage claims. Following this, we will be able to determine the premises to be included in procurements.

##### The steps below shows a summary of how the PR process works:

1. BDUK issues Public Review.
2. Stakeholders review proposed eligible areas for intervention. BDUK response to clarification questions (as required).
3. Stakeholders submit feedback on the Public Review.
4. BDUK reviews and evaluates the feedback. BDUK investigates and discusses feedback with respondent (as required).
5. BDUK finalises premises classification and published outcome of Public Review.
6. Public Review process concludes.

Suppliers wishing to provide coverage data should contact BDUK and will follow a process similar to the one run for the Open Market Review.

This Public Review will take place over the period of at least one month, and once concluded will confirm the eligibility of premises for procurements. The full details of these procurements will follow the conclusion of this OMR and Public Review.

##### The steps below show the order of processes, from OMR to procurement:

1. OMR.
2. Public Review.
3. Determine intervention areas for procurement.
4. Procurement

All meaningful responses to the Public Review will be carefully considered and where necessary, used to determine eligible premises. The final eligible area maps and a summary report confirming details of the changes will be published on the gov.uk website after the close of the review period. The finalised eligible premises and proposed Intervention Areas will then be submitted to BDUK's National Competence

Centre (NCC) for approval against the UK Subsidy Control Regime. The responses and output from the Public Review will therefore help us gain further confidence that the proposed interventions are in areas that are eligible for subsidy, ie, areas which are not commercially viable and require government intervention to address market failure.

## 5. Changes to Lot Area

Please note, Lot areas are not fully aligned to local authority (LA) boundaries, and in some cases a small number of premises from neighbouring local authorities may be included in the scope of a specific Lot. Suppliers should also note that the specific Lot boundaries (and intervention areas) may flex during the OMR, Public Review and Pre-Procurement Market Engagement processes to enable an optimum procurement to be put to the market. Where this occurs then BDUK will ensure that it is communicated in a transparent manner in order to remain consistent with the principles of the Gigabit Infrastructure Scheme. Therefore if you have existing network coverage, or plan to build infrastructure in neighbouring LA areas, then please provide details in your response to this Public Review.

Since the OMR closed on 22nd November 2021, there have been no amendments to the proposed Lot Boundary Area. The OMR outcomes provided above, and shown in Annex D, are consistent with the proposed Lot Boundary Area that is now going to Public Review.

## 6. The role of local bodies

BDUK will work with the relevant local bodies to answer questions, evaluate supplier responses, assess data accuracy, manage the build phase and engage with the local community. Sharing the premises data set out within each location and intervention areas, during the OMR and Public Review stages, will help us gain further confidence that the proposed interventions are eligible for subsidy.

BDUK will maintain a central dataset and will work with authorities to assess and review the data in the areas relevant to the respective local body and intervention areas. BDUK will be responsible for the data and local bodies are required to sign a non-disclosure agreement prior to gaining access to the data.

This Request for Information is being carried out independently of any activities that local bodies may be undertaking, for example, under the [National Broadband Scheme 2016](https://www.gov.uk/government/publications/2016-nbs-overview) (<https://www.gov.uk/government/publications/2016-nbs-overview>) known as the Superfast Programme.

## 7. Procurement and commercial approach

BDUK has undertaken extensive early market engagement in relation to procurement for interventions. This engagement has included consultation on the programme design, different potential target areas, technical specification (including wholesale access), procurement types and contractual terms. Feedback from broadband suppliers and other stakeholders has been taken into account in all of these areas.

Procurements will be carried out in accordance with the [Public Contracts Regulations 2015](https://www.legislation.gov.uk/uksi/2015/102/contents/made) (<https://www.legislation.gov.uk/uksi/2015/102/contents/made>) (PCR 2015). BDUK procurement approaches are designed to address the scale of the individual procurements. The procurements will be conducted in a transparent and non-discriminatory manner.

### 7.1 Forthcoming procurement - Surrey (Lot 22)

BDUK will budget an appropriate amount of public funding from the Project Gigabit Programme, based on the final number of premises requiring subsidy for this area, at the procurement stage.

The budget will be specified within the Invitation To Tender (ITT) documentation, following the Public Review. Details of any restrictions on the use of public subsidy will be explained in the tender documentation. It is BDUK's intention to procure gigabit-capable solutions – capable of achieving a minimum of 1Gbps download speed – to the premises identified as in scope for subsidy.

Please note, the final list of premises in scope for subsidy will be issued with the ITT and is not finalised at this stage.

Final Project Gigabit Intervention Areas may be a subset of the premises classified as White in the subsidy assessment and will be subject to BDUK overlays, including other active / planned BDUK interventions (eg Superfast).

Once the review is closed and BDUK has finalised the Intervention Area, an ITT will be issued within approximately 6 months via a procurement portal, for suppliers to bid for the opportunity to deliver extended gigabit-capable broadband coverage.

## 8. Participating / Responding to this Public Review

BDUK's goal is to ensure the parts of the country that need government investment are accurately targeted. Each contributor to this Public Review will help to optimise the use of public subsidy in helping to provide faster and better connectivity across all parts of the UK.

Please respond if you have information to contribute to this data validation process or can provide your views about the accuracy of data and mapped areas by reporting where premises have existing or planned gigabit-capable broadband coverage. If you are a supplier and did not respond to the recent [OMR Request For Information - Second Release of Phase 2](https://www.gov.uk/government/consultations/project-gigabit-programme-open-market-review-request-for-information-second-release-of-phase-2) (<https://www.gov.uk/government/consultations/project-gigabit-programme-open-market-review-request-for-information-second-release-of-phase-2>) and have existing or planned network coverage, please submit your plans so that public subsidy can be targeted more accurately and over-building commercial infrastructure can be avoided. Where suppliers have credible plans that extend beyond the three year horizon then these should be included in your submission to BDUK. All planned builds should be supported with detailed evidence as set out in the submission requirements of this RFI.

Please note that the information you provide in your response will be treated as confidential, albeit that it may be necessary to share some / all of your response with our professional advisors and/or local bodies, Ofcom and BEIS Subsidy Control Branch. We will use this information to define the intervention areas (only) following the Public Review.

For information regarding what to expect when you contact BDUK within the Department for Digital, Culture, Media and Sport ('DCMS') and provide us with your personal information please read the [DCMS privacy notice](https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates/project-gigabit-privacy-notice) (<https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates/project-gigabit-privacy-notice>).

### 8.1 Responses from residents, businesses and other stakeholders

For residents and businesses, responses should relate to whether you have, or expect to have gigabit-capable broadband service coverage in the next three years (and beyond). Any information provided in response to this Public Review should as a minimum include (but need not be limited to) the UPRN, or the area (ie postcode) that the submission relates to and the nature of the concern.

For all submissions, BDUK would be grateful if you could confirm the following:

- your organisation's name (if applicable)
- your organisation's, or residential address (if applicable)
- your name
- position
- contact telephone number
- email address

**Members of the public and other respondents** should follow the above format and email their submissions to [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com).

## 8.2 Responses from suppliers

BDUK requests information and supporting evidence from suppliers in relation to the presence of broadband infrastructure within the project area. We wish to hear from all internet service providers and broadband infrastructure operators - particularly in relation to the proposed mapped eligible areas shown with the [Annex D map](#) and [associated postcode list](#) ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1063732/Surrey\\_OMR\\_Outcome\\_Postcode\\_List.ods](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1063732/Surrey_OMR_Outcome_Postcode_List.ods)).

Please tell us about your:

- Broadband infrastructure - existing
- Plans for developing / improving broadband infrastructure
- Interest in bidding for projects and capability to scale

For suppliers wishing to provide a coverage response to this Public Review please see the below sections, 'Making a Data Response' and 'Submission Requirements'.

Specific feedback on the procurement approaches can be supplied to the supplier relationship team via [bdukproviders@dcms.gov.uk](mailto:bdukproviders@dcms.gov.uk). Where you may, for example, want to tell us separately about your capacity to make a bid.

## 9. Making a data response

Please provide information at premise (UPRN) level on, and supporting evidence for, any of your current or planned investment in broadband infrastructure in the Surrey (Lot 22) area using the templates issued.

To submit a data response, please follow the steps below, as well as referring to the guidance provided in [Annex A](#):

1. Sign the [Public Sector Geospatial Agreement \(PSGA\) Contractor Licence Agreement](#) (<https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates>), which will be required before downloading the data. Please return this, as soon as possible to [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com). If you have already signed a licence agreement with BDUK through previous OMRs / PRs, there is no need to send this through again.
2. Once you have done this, we will provide you with login details to our secure file transfer portal where you will be able to download the response templates.
3. You may seek clarification, on making a data response, at any time from 5pm on Tuesday 29 March 2022 to Friday 29 April 2022 at 5pm. Please send these questions to us at [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com).
4. You should make your data submission to us via the secure file transfer portal. Please upload the data response template and any further supporting evidence you feel you should send.
5. Please do not assume that we will use a previous submission for this RFI. If you wish for a previous submission to be treated as your return for this RFI, please get in touch to confirm this.
6. Please include all current and planned premises coverage, including premises that are outside of the geographic areas, and/or outside of the premises base provided in the template files in [Annex A](#).
7. Please include any existing or planned infrastructure you have gained with assistance from government subsidy for example, Vouchers, Superfast (NBS 2012 or NBS 2016) and Hubs (Local Full Fibre Networks and Rural Gigabit Connectivity Programmes) via the 'Public Intervention' column within the data response template.

Please note that the data you provide in your response will be treated as commercially confidential, albeit that it may be necessary to share some / all of your response data with our professional advisors and/or local bodies, Ofcom and BEIS Subsidy Control Branch. We will use this information to define the intervention areas (only) following the Public Review.

Please ensure that you engage with us as soon as possible to confirm whether you would require BDUK to put in place a non-disclosure agreement (NDA) enabling us to share data between each other as part of this PR process (if you have already signed a NDA in place with BDUK through previous OMRs / PRs, this is not required again).

It should also be noted that it is a requirement to use this information to produce maps to define 'White', 'Grey', 'Black' and 'Under Review' areas for gigabit-capable broadband. However, the published maps will show the aggregated 'White', 'Grey', 'Black' and 'Under Review' broadband areas, not the data provided on a per-operator basis. The final maps and UPRNs that will be used for procurement purposes will be published shortly after the conclusion of this Public Review and once approved by the National Competence Centre.

If you have any questions about any of the above, please contact [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com).

## 10. Submission requirements

Responses to this PR RFI must include the following:

1. A data submission that should cover your current and planned premise coverage (ie premises served by your network, or planned to be served by your network) as per the format outlined in [Annex A](#):

- the required data templates will be provided through the secure file transfer portal
- please include all current and planned premises coverage, including premises that are outside of the geographic areas, and / or outside of the premises base provided in the template files
- please include any existing or planned infrastructure you have gained with assistance from government subsidy for example, Vouchers, Superfast (NBS 2012 or NBS 2016) and Hubs (Local Full Fibre Networks and Rural Gigabit Connectivity Programmes) via the 'Public Intervention' Column within the data response template
- additional guidance can be provided to suppliers if required, please contact [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com) for support

2. Your completed [Supporting evidence template \(https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates\)](https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates), which must include a response to the questions outlined in [Annex B](#): BDUK would also like to hear from operators their views as to the types of wholesale access products they would like to see offered on any newly created subsidised network infrastructure. This information may inform the intervention design. Please note that we are not obliged to include these products in the invitation to tender.

Please note that where your coverage claims are for gigabit-capable networks, then your response detailing your proposed network design and architecture must consider the technical definition as outlined in [Annex C](#).

## 10.1 Evidence to demonstrate how planned investments are viable

There are three essential areas against which BDUK will evaluate your planned coverage claims to ensure the overall viability of your planned investment.

Our assessment will be based on the suite of evidence you provide BDUK in the [Annex B: Supporting evidence template \(https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates\)](#) and will include:

- **technology** - whether the technology you intend to deploy is gigabit-capable and meets the technical criteria as outlined in [Annex C: Technical definition](#)
- **deliverability** - whether your deployment plans are in line with the phases / premises passed outlined in your business plan, with the key build stages and processes outlined
- **commercial viability** - whether you have viable commercial plans such as sufficient access to capital and whether the drawdown of your funds aligns with your deployment plan and build programme

The information you provide should be consistent across these elements to support a joined-up evaluation of your responses.

Further information is included in [Annex B](#) and the [Supporting evidence template \(https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates\)](#).

## 11. Date for return

Please submit responses to this Public Review by the closing date of Friday 29 April 2022 at 5pm. BDUK plans to publish the final maps showing the finalised Intervention Area, following the close of the assessment and evaluation period.

This will be followed by the launch of the Invitation To Tender to suppliers, enabling them to bid for the opportunity to fulfil a new contract to deliver the extended coverage.

Thank you.

**BDUK Case Management Team**

## 12. Annex A: Data submission format

### 12.1 Introduction

BDUK requires certain fields of data for each pertinent UK address as identified by the Unique Property Reference Number (UPRN) in order to monitor the current and future delivery of Gigabit broadband capable services. This is done by requesting data on current and future connections from relevant suppliers. The below describes the format of the BDUK request file and how to format the data to return to us. If you require any additional support, guidance or clarification with this, please get in touch with us at [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com).

### 12.2 File formats

BDUK will supply blank templates for the PR (as outlined in Annex A), showing the UPRNs across the nation that we consider relevant to the PR process. For easier working, these have been divided into ten separate templates, covering: Wales, Northern Ireland, Scotland, North West, North East, Central East, Central West, South West, South East and finally a No Region file. [\[footnote 1\]](#)

These UPRNs have been sourced from Address Base Premium Epoch 91, from Ordnance Survey published March 2022. Even though we are, at this stage, specifically focussing on data for Surrey, for the purposes of our broadband planning we would be grateful for your full broadband plans, including premises that are outside of these geographic areas, and/or outside of the premises base provided in the template files.

Please do not pre-filter your data based on the template files, instead please provide us with your entire UPRN dataset.

If you are using the template files as the starting point for your return, please remove any UPRN rows which are not part of your current or planned network.

**The information that we provide against each property / premises is as follows:**

Field Name	Description	Format
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Field Name	Description	Format
strUPRN	The UPRN (see below) prepended with "STR", this is a mitigation against certain spreadsheet tools treating the UPRN as a large number and removing significant digits	Text
UPRN	The unique property reference number	Number
Single_Line_Address	Comma delimited single line address (eg 1, Acacia Avenue, Anytown)	Text
Postcode	Standard postcode	Text
Local_Authority_District	The local authority district	Text
Longitude	Longitude in the decimal degree format	Number
Latitude	Latitude in the decimal degree format	Number

The information that we ask for against each property / premises is as follows:

Field Name	Description
Current_Technology	The technology you use for supplying that particular premises, examples of this could be ADSL, FTTP, FTTC etc
Current_Max_Download_Speed	The maximum download speed in Mbit/s that you are able to supply to this property.
Current_Max_Upload_Speed	The maximum upload speed in Mbit/s that you are able to supply to this property.
Future_Technology	The technology you intend to use for supplying that particular premises, examples of this could be FTTP, FTTC etc
Future_Max_Download_Speed	The maximum download speed in Mbit/s that you intend to be able to supply to this property.
Future_Max_Upload_Speed	The maximum upload speed in Mbit/s that you intend to be able to supply to this property.
Date_of_Future_Rollout	This should be the Ready for Service date for the premises. The date at which RSPs can offer products or services to the premises should be the date that build commences.
Delivery_Phase	<p>The planned phase for any future rollout which each UPRN shall form part of, eg Phase 1/Phase 2 etc, Tranche 1/Tranche 2 etc</p> <p>These phases should align to your Calendar Deployment Plan and should correlate and be consistent with the information in the <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template">supporting evidence template</a> (<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template</a>)</p> <p>Please include context regarding each delivery phase in your supporting evidence such as the risks and dependencies for each phase and the mitigations/arrangements that you have in place to address these risks; a description regarding your resourcing and milestones within each phase and the subsequent activities/timeframes to achieve RFS.</p>
Design_Stage	<p>The current phase of your future coverage such as:</p> <p><b>'1. Awaiting HLD'</b> - High Level Design (HLD) has not yet been completed.</p> <p><b>'2. HLD complete'</b> - HLD/area level plan has been completed. However, Low Level Design (LLD) work has not yet been completed.</p> <p><b>'3. LLD complete'</b> - Low Level Design (LLD) and survey work has been completed, however, subcontractors/build partners to complete the network build, are still to be appointed.</p> <p><b>'4. Build team appointed'</b> - Subcontractors / build partners or if applicable in-house civil resource has been appointed and a network build in accordance with the LLDs. All the necessary planning, acquisitions and wayleave agreements are finalised and construction has commenced.</p> <p><b>'5. In build'</b> - Network build is in progress, however premises are not yet able to take up a service.</p> <p><b>'6. RFS'</b> - Network build and end-to-end testing is complete and premises are Ready for Service (RFS) i.e. RSPs are able to offer services to individual premises</p> <p><b>Note:</b> If you are intending to use different descriptions to those above, please include full explanations of each field entry in your submission to accompany this data submission.</p>

Field Name	Description
<b>Funding_Stage</b>	<p>The current status of funding allocated to the UPRN. If your funding allocation is linked to your Delivery_Phase please refer that in your supporting evidence. Please be aware that BDUK's assessment of supplier returns will be based, in full, on the As such, we cannot guarantee that we will accept how suppliers have categorised the status of their funding position. For</p> <p><b>'1. No funding planned or committed'</b> - While you may be planning to deliver to this UPRN, the funding is not yet in place funding.</p> <p><b>'2. Funding planned, but not committed'</b> - You have in principle funding agreed to deliver to this UPRN, but the funding requires further decisions such as Board approval, or is dependent on (for example) performance metrics.</p> <p><b>'3. Funding committed'</b> - Funding has been identified and has been allocated to delivery of this UPRN. There are no further down or using funding and the funding is ring-fenced solely for the delivery of associated premises. This should be explained which should be provided as part of your <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template">Supporting evidence template</a> (<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template</a>)</p>
<b>Public_Intervention</b>	<p>Please define if coverage is based on public intervention. 'Yes' will be marked when a planned premises is dependent on Superfast, LFFN or RGC Programmes. However, other public interventions (such as Local Authority schemes) should also be a 'Yes' here. Further explanation should be provided in your <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template">Supporting evidence template</a> (<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052564/Annex_B_DCMS_Supporting_evidence_template</a>)</p> <p>An entry of 'No' would indicate that the premises is planned to be built entirely through commercial funding with no dependency. Evidence of this funding should be provided in your supporting evidence.</p>

### 12.3 Additional columns

Aside from the standard columns above, you may wish to add additional columns to provide further additional information about your network. If this is the case, please add additional column(s) at the end of your data return and provide clear explanation in your supporting evidence of what these columns indicate.

### 13. Annex B: Supporting evidence

Please provide details and additional supporting evidence of any current or planned investment in broadband infrastructure (Next Generation Access broadband, ultrafast and gigabit-capable) in the identified geography using the [Supporting evidence template](https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates) (<https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates>) provided.

Any information provided in response to this request should include but not be limited to:

- An appropriate demonstration / explanation as to how your broadband infrastructure or suppliers' service(s) meets with minimum standards where these claim to be Next Generation Access, ultrafast or gigabit.
- For information only, capability definition is consistent with the definitions set out in Ofcom Connected Nations Reports, eg:
  - decent (10 Mbps and above)
  - superfast (30 Mbps and above)
  - ultrafast (300 Mbps and above) and
  - gigabit-capable broadband, which can offer speeds of 1 Gbps and above
    - Note:** where a supplier's service offer is limited to passive services only (eg dark fibre, duct access, mast access), this would not generally be considered to be a Next Generation Access, ultrafast or gigabit-capable broadband network, unless the supplier provides a description of how an active services provider is technically and commercially able to support Next Generation Access, ultrafast or gigabit-capable services over the infrastructure
    - Nevertheless, if a passive infrastructure supplier is offering access to infrastructure in the identified geography, it is encouraged to provide further details of its location in order that bidders for any future procurement process might consider its use in designing their solutions
- Within each broadband category (Next Generation Access, ultrafast or gigabit-capable) please indicate: (i) what level of take-up is expected in total; and (ii) what level of take-up can be sustained by the network design and dimensioning
  - For example, a fixed wireless supplier may only be expecting 10% take-up of premises covered by its superfast network, and only be able to support a total of 20% of all premises passed converting to customers without significant capacity upgrades to the network
- Please indicate the 'normally available' and 'minimum' speeds for the customers of each service eg

Service	Download 'normally available'	Download 'minimum'	Upload 'normally available'
100Mbps	100Mbps	40Mbps	20Mbps
330Mbps	300Mbps	120Mbps	60Mbps
1Gbps	980Mbps	330Mbps	200Mbps

Please refer to the full text of the Ofcom's [Voluntary Code of Practice](https://www.ofcom.org.uk/phones-telecoms-and-internet/information-for-industry/codes-of-practice) (<https://www.ofcom.org.uk/phones-telecoms-and-internet/information-for-industry/codes-of-practice>) for Better Broadband Speeds (March 2019), however, these definitions can be summarised as follows (summary extract from Ofcom Voluntary Code of Practice):

**'Normally available'** speed is defined as the speed a customer could expect to receive during peak times - measured as 8pm to 10pm for residential services and 12pm to 2pm for business services and reflecting when customers are most likely to use the service.

'Minimum speed' is defined as the minimum guaranteed speed a customer should expect from the service, which would trigger the customers right to exit the contract if speeds fall below this minimum level and are unable to be resolved within a 30-day period.

- Appropriate indicators of quality of the service eg contention ratio and/or bandwidth allocation per end user, together with a technical explanation of how these will support the achievement of the normally available and minimum speeds for all users
- A description of the technical architectures that demonstrate how the claimed data speeds and performance will be maintained end-to-end across the deployed infrastructure. This could include, for example, network connectivity diagrams, deployment / coverage maps, design / dimensioning rules for network elements, backhaul capacity information, types and quantities of equipment, technical specifications, network performance measurements etc
- Description of all services / products offered over the infrastructure including any wholesale provision to any retail service providers currently offered and any planned extension to these services within the next 3 years. Please indicate which retail service providers are using these services and what services are being taken
- Installation and rental tariffs for those services/products clearly identifying whether they are inclusive or exclusive of VAT
- Confirmation from an authorised signatory that all information provided is of suitable accuracy

**In order for BDUK to evaluate any planned investment and coverage claims provided as part of the PR process, please provide evidence within 'Part D: Planned Investments' of the [Supporting evidence template](https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates) (<https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates>).**

**You should as a minimum include an outline Business Plan, a detailed calendar deployment plan and evidence of adequate financing for each stage of the proposed build.**

We would also like information about company structure (for example parent company), evidence of adequate capital (or your plans to raise capital), dependencies and assumptions associated with financing (for example revenue from an existing network or assumptions on GBVS voucher revenue) and other financial and commercial information to enable BDUK to understand the viability of your planned investment.

In assessing whether planned investments are viable, BDUK may:

- review the business plans and calendar deployment plans to ensure these are consistent and in sufficient detail for each phase of the planned build
- require evidence to demonstrate credible and plausible character of the planned investment which as a minimum should include a business plan, a detailed calendar deployment plan, proof of adequate financing and proposed technical architecture
- ensure calendar deployment plans include the key build stages and when suppliers expect to undertake significant activities within their build programme such as design, surveying, acquisition, network build, network installation etc or the key processes involved in your build plan approach for design phase, survey phase, road notices/ wayleaves etc
- test that funding availability is sufficient for each phase of the planned build and that the capital allocated for the specific OMR area is sufficient and is consistent with the deployment plan
- review the terms of any financing arrangements and any dependencies and assumptions associated with the financing including assumptions and dependencies around public subsidy such as GBVS vouchers or regional subsidy schemes
- ensure that the network design and dimensioning information provided is in line with the projections made in the Business Plan regarding customer connections and growth expectations

Please supplement the attached [Supporting evidence template](https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates) (<https://www.gov.uk/government/publications/project-gigabit-supporting-document-templates>) with other documentation as you consider appropriate (eg public websites, published reports, etc). If you require any additional support, guidance or clarification with any of this, please get in touch with us at [ukgigabit@bduk.zendesk.com](mailto:ukgigabit@bduk.zendesk.com).

## 14. Annex C: Technology definition

The UK will review the criteria for gigabit-capable networks within three months of the launch of infrastructure procurement, based upon the consultation with industry, and the UK regulator, around the criteria below. In the meantime BDUK will work with the following technical definition:

Infrastructure that can support gigabit-capable services directly or via third-party providers without restriction, as set out below:

- Connections that are gigabit-capable (capable of delivering 1000Mbps or more download speeds) at the time of delivery of the connection without the need for future hardware upgrades or modification<sup>[footnote 2]</sup> ie gigabit capability to be available from day one and if the consumer takes a slower speed it must be soft upgradeable without undue delay.
- At least one product with a download speed capability of at least 1Gbps and an upload speed of at least 200Mbps with busy hour performance as laid out below.
- Products with a clear and comprehensible explanation of the minimum, normally available<sup>[footnote 3]</sup> and maximum advertised download and upload speeds.<sup>[footnote 4]</sup>
- Low data latency in accordance with Ofcom regime or codes of practice, recent industry norms and Industry Standards for the requirements of real-time services (or otherwise, in the absence of prevailing standards 10 ms and below for 95% of the time).
- Support for real-time services (eg voice/video calling, telematics, telemedicine etc) with performance indicators (eg jitter, packet loss etc) in line with recent industry standards, or in the absence of industry standards: 2ms for jitter, and 0.1% for packet loss, 95% of the time.
- Actual data speeds and performance during the busiest hours of the day (not more than 4 out of every 24), that do not degrade below 33% of the headline download speed, and an upload speed equivalent to 20% of the minimum download speed (note: for performance where lower values are better, such as latency, jitter and packet loss, then a factor of 100% above would apply instead).
- Actual data speeds and performance that do not degrade outside of the busiest hours below 95% of the higher of the download and upload speeds set out above.
- Actual data speeds and performance that do not degrade as take-up of services approaches 100% of the addressable market (including any part arising from switch-off of legacy networks), to be demonstrated by firm commercial and technical (including capacity upgrade) plans based upon forecasts of up to 7 years.

(i) Where service offerings and performance vary by locality eg as a result of subscribers' distances from infrastructure, gigabit capability to be maintained for all potential customers.

(j) Order fulfilment and rectification within typical industry timescales, supported by demonstrably efficient service management processes.

(k) Maintenance of customer service levels and network availability in line with industry norms, ideally supported by Service Level Agreements.

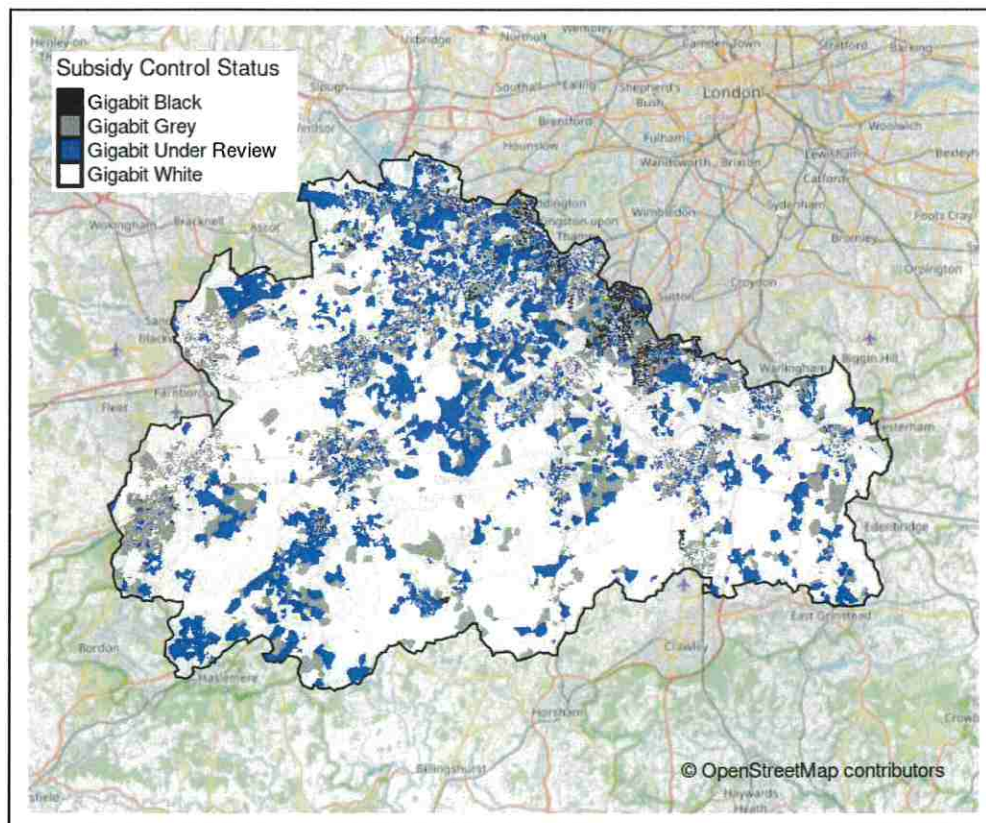
(l) Service provision that does not unfairly discriminate against particular types of services, providers, subscribers or third parties (eg via traffic shaping or Quality of Service measures).

(m) For subsidised networks only; offering of wholesale access products on open and non-discriminatory terms in line with the principle of technological neutrality, to enable the interconnection to the subsidised network of any technology which other communications providers and/or retail providers may reasonably consider appropriate in accordance with the wholesale access requirements.

## 15. Annex D: Maps to show intervention area

The map below is an image of our current draft intervention map. The postcode level data has also been published alongside this document.

Please note, following closure of the PR, a new version of these maps and premises lists will be produced and published on gov.uk based on the latest dataset issued with this PR (please see [Annex A](#) for details) and market feedback gathered during the PR process.



## 16. Annex E: Subsidy control

Following the UK's departure from the European Union on 31 January 2020, the award of public subsidy needs to take account of World Trade Organisation rules and any international commitments made in free trade agreements. BDUK considers that this proposed subsidy falls under the subsidy control principles in [Section 3 of the Trade and Cooperation Agreement](#) ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/948119/EU-UK\\_Trade\\_and\\_Cooperation\\_Agreement\\_24.12.2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948119/EU-UK_Trade_and_Cooperation_Agreement_24.12.2020.pdf)) (TCA) agreed between the European Union and UK Government on the 24th December 2020. The TCA places an obligation on both the UK and EU to have an effective system of subsidy control with independent oversight.

BDUK will ensure that it meets these subsidy principles in awarding public subsidy for gigabit-capable broadband infrastructure (for example, by ensuring subsidy is designed to target failure in the market to achieve full UK coverage while minimising negative effects on competition). Public subsidy will be targeted to limit the risks of crowding out private investment, altering commercial investment incentives and ultimately distorting competition. Projects will continue to be procured under the Public Contracts Regulations (2020), to help meet our subsidy control requirements.

Suppliers have the opportunity during the OMR and Public Review stages, to share with BDUK any firm and credible investment plans that may mean that public subsidy will not be warranted.

### Requesting a review of a subsidy award

Under UK subsidy control requirements, anyone can request for a review about the award of subsidy. Requests must be submitted no later than one month from the date of the award of the subsidy for Surrey (Lot 22). The award of subsidy will follow the procurement and contract award and BDUK's National Competency Centre will consider requests submitted within the one month timescale, under the terms of the TCA.

This proposed award will be published by the Department of Business Energy Industrial Strategy (BEIS). The process for making such a request will be published here too.

More information about the UK's Subsidy Control regime (<https://www.gov.uk/government/news/government-sets-out-plans-for-new-approach-to-subsidy-control>) can be found on our government website.

1. The Response template will be released to providers once BDUK has received the signed [Ordinance Survey Public Sector Contractor Licence form](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052297/Public_Sector_Contractor_Licence_Template.docx) ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1052297/Public\\_Sector\\_Contractor\\_Licence\\_Template.docx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052297/Public_Sector_Contractor_Licence_Template.docx)). UPRNs that we do not have full geographical details for will be published in a file labelled 'No Region' for completeness.
2. This principally applies to CPE but also backhaul/other network upgrades.
3. Normally available and minimum download speeds may include the usual framing and packet overheads of the technologies used, provided that they amount to no more than a few percent of the total traffic i.e. data speed is defined as (user data traffic + overheads) / time.
4. As defined by Ofcom.

## OGL

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