



Pre-Registered Package Supplier Guidance

Scottish Broadband Voucher Scheme



Scottish Government
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Pre-Registered Package: Supplier Guidance

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1. Introduction

The Scottish Government is committed to every home and business in Scotland being able to access superfast broadband.

The Scottish Broadband Voucher Scheme (SBVS) is a supplier-led approach to support delivering on this commitment. Working together, Digital Scotland and suppliers will stimulate demand, with suppliers requesting vouchers on behalf of their customers. Vouchers are a one-off contribution to the capital cost of installing a superfast capable connection, as group/community projects or for individual premises.

This document is a reference to guide suppliers through the Scottish Broadband Voucher Scheme **Pre-Registered Package (PRP)** process. i.e. how companies go about applying for vouchers. This document should be used in conjunction with the general supplier guidance and supplier terms and conditions documents:

https://broadband.gov.scot/Documents/SBVS_supplier_guidance.pdf

https://broadband.gov.scot/Documents/SBVS_supplier_termsconditions.pdf

2. Supplier portal and UPRN data access

When your company has been approved as a supplier to the Scottish Broadband Voucher Scheme, you will receive a username and password for the "Sign In" section at:

<https://broadband.gov.scot>

Within this secure section of the SBVS supplier portal, you can submit Pre-Registered Package applications and access UPRN level data for SBVS eligible premises.

Supplier Data Portal:

<https://data.broadband.gov.scot/>

This is a feature rich data portal which should prove an invaluable tool for suppliers. Most importantly, it is an up-to-date source on voucher eligibility for UPRNs. Premises eligibility is constantly changing with commercial coverage, SBVS vouchers being issued and BDUK vouchers being issued. Suppliers are reminded that on the day of submitting a PRP, a UPRN eligibility check should be carried out using the Supplier Data Portal. Please email sbvs@gov.scot for access details to the portal.

Flagged UPRNs

UPRNs marked with 'Flagged' have been noted as their predicted speed and / or status is unconfirmed. The premises may have changed status, have no data supplied or be new builds; which will require suppliers to verify the speed status prior to engagement with beneficiaries. In general, most new build premises now have >30 Mbps service in place by the developer.

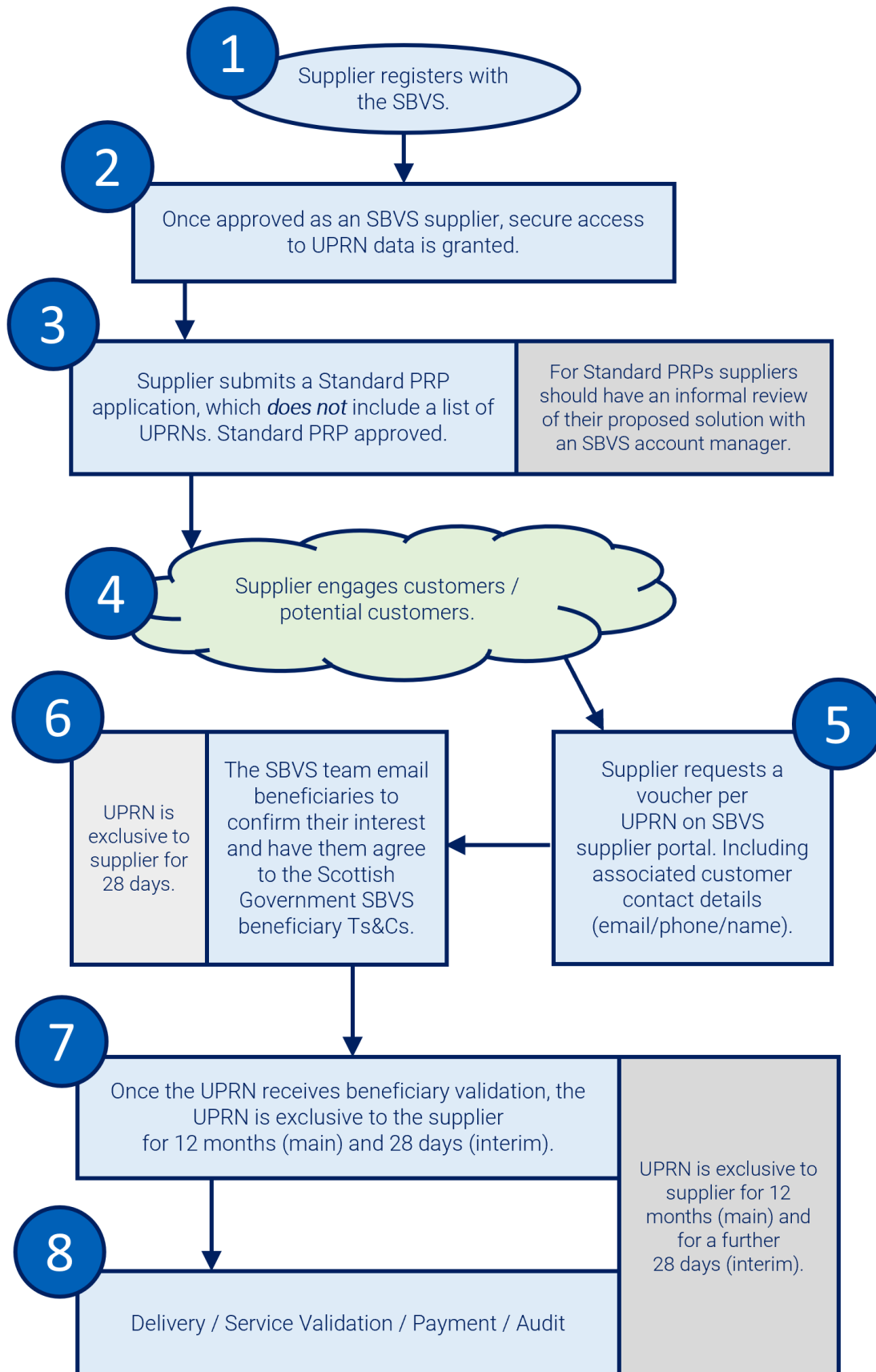
3. Data Protection

As detailed in Section 15 of the SBVS supplier terms and conditions, suppliers are reminded in this PRP guidance to adhere to their obligations with regards to Data Protection Laws.

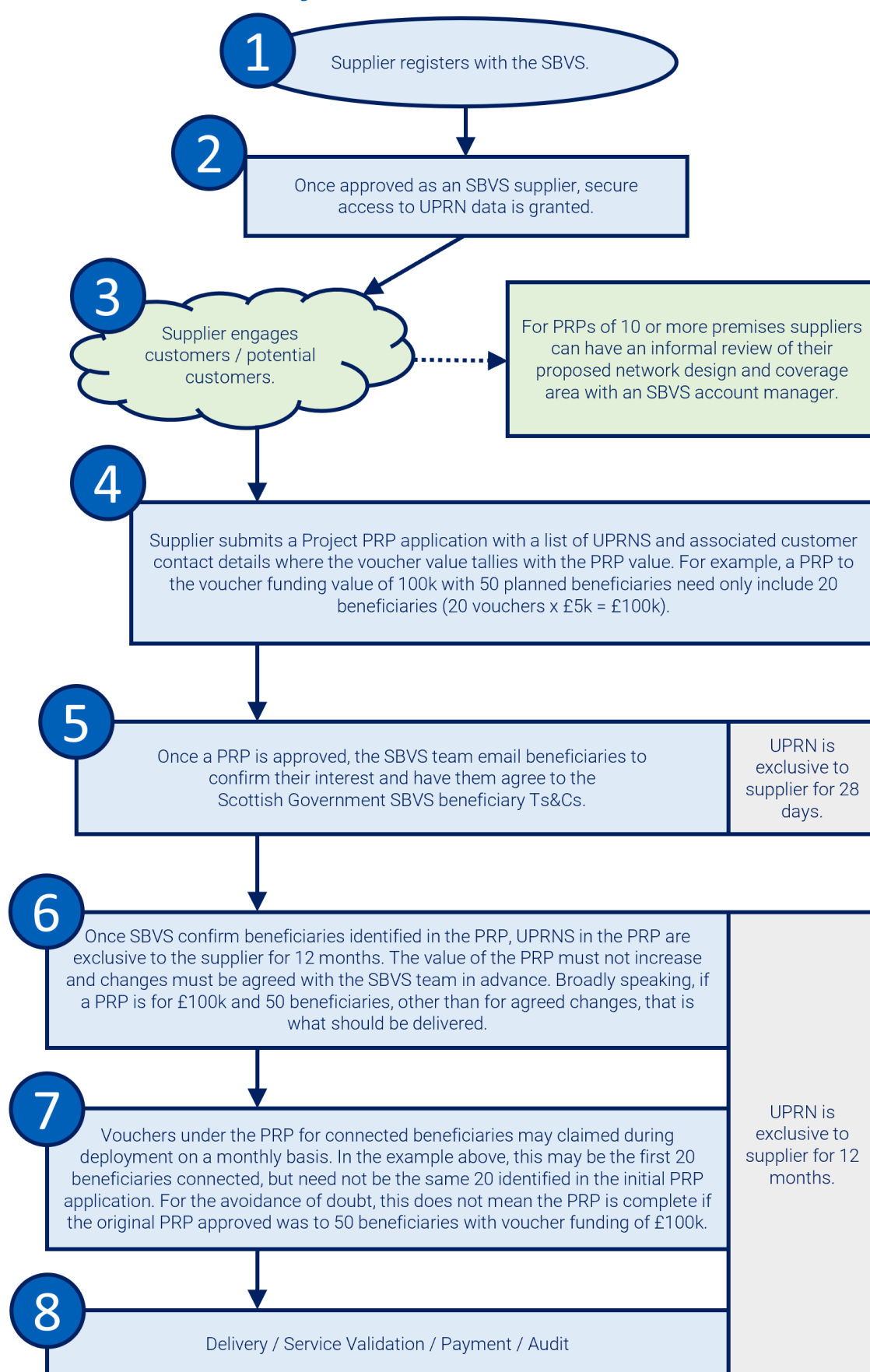
Beneficiary data, should be obtained in a *lawful, fair and transparent* manner, along with the other core principles of the General Data Protection Regulation (GDPR).

In PRP applications, we ask that you submit a link to your organisations Privacy Policy as it relates to collecting prospective customer information.

4. Overview of Standard PRP



5. Overview of Project PRP



6. PRP application detail

6.1 Eligibility

In order to qualify for the Scottish Broadband Voucher Scheme, your project must meet the following criteria:

- The beneficiary's current speed is less than 30 Mbps;
- Premises are assigned a status of "Main Voucher" or "Interim Voucher". This can be checked in the "[UPRN Data](#)" section of the Scottish Broadband Voucher Scheme Supplier Portal.

6.2 Pro-forma spreadsheet

Before completing a PRP application please:

- Ensure you have studied and understood the SBVS supplier guidance: https://broadband.gov.scot/Documents/SBVS_supplier_guidance.pdf
- Ensure you have studied and understood the SBVS supplier terms and conditions: https://broadband.gov.scot/Documents/SBVS_supplier_termsconditions.pdf
- * Download the pro-forma spreadsheet to be submitted with this form: https://broadband.gov.scot/Documents/SBVS_supplier_proforma.xlsx

* Note the pro-forma spreadsheet is a direct download, please check your download folder if it does not open in a browser.

6.3 Qualifying Capital Expenditure

Qualifying Capital Expenditure is capital expenditure actually incurred by a supplier which can attract capital public subsidy under the SBV Scheme terms and conditions.

Qualifying Capital Expenditure is capital expenditure actually incurred by a supplier which (i) can be reasonably allocated or apportioned to the SBV Scheme; (ii) is incremental to the supplier's cost base that would otherwise have been incurred; (iii) is incurred in accordance with the SBV Scheme. The following are examples of Qualifying Capital Expenditure categories:

- The cost of tangible broadband infrastructure (plant, machinery and equipment) in both active and passive layers.
- Infrastructure installation and assembly costs.
- Cost of active electronics, data transport and backhaul equipment.
- Cost of vectoring technologies, where such technologies are integral to a significant improvement in the available network.
- Specific software and systems (including reporting systems) development costs directly attributable to bringing the broadband infrastructure into use under the the SBV Scheme.
- Staff costs directly attributable to bringing the broadband infrastructure into use.
- Planning, way-leaves, site investigation and site preparation costs directly attributable to bringing the broadband infrastructure into use.
- Power connection costs.
- Professional fees directly attributable to bringing the broadband infrastructure into use.

6.4 Excluded Expenditure

The following are examples of excluded expenditure (i.e. cannot be used as a contribution to total project costs by suppliers, investors or communities), and is not an exhaustive list:

- Costs involved in winding up a company.
- Payments for unfair dismissal.
- Payments into private pension schemes.
- Payments for un-funded pensions.
- Compensation for loss of office.
- Bad debts arising from loans to employees, proprietors, partners, directors, guarantors, shareholders or a person connected with any of these.
- Payments for gifts and donations.
- Payment for entertainment.
- Input VAT reclaimable by the supplier.
- Statutory fines and penalties.
- Criminal fines and damages.
- Legal expenses in respect of litigation.
- Expenditure on works or activities which any person has a statutory duty to undertake.
- Any liability arising out of negligence.
- Professional fees not directly attributable to bringing the broadband infrastructure into use.
- Provisions and contingent liabilities (including for risk related to the SBV Scheme).
- Supplier profit mark up, margin or administration charge that is added to the actual bought in costs of goods or services procured from third parties.
- Administration and general management costs.
- Dividends.
- Interest and financing charges.
- Costs resulting from the deferral of payments to creditors.
- Costs incurred before the Commencement Date of the SBV Scheme.
- Any cost relating to insurance and insurance policies.
- Customer acquisition and churn costs.
- General corporate or unabsorbed overheads.
- Depreciation, amortisation and impairment of assets.
- Service and financing costs under finance leases, of broadband infrastructure, plant, machinery and equipment.
- Operating costs of providing broadband services (retail) to third parties and consumers.
- Demand surveys, marketing other sales costs.
- Corporation tax and non-domestic rates.
- Retail connection costs.
- Any premium rates of overtime, unless prior approval given by the Authority.
- Cost of vectoring technologies, where such technologies are not integral to a significant improvement in the available network.
- Additional costs incurred as a result of supplier default.
- Any other costs expressly identified in these guidelines as not recoverable from the Authority.

6.5 Evidence required

Please note the following evidence will be required to proceed with your PRP request and failure to provide sufficient evidence can delay your ability to request vouchers;

1. A network diagram which clearly demonstrates that the project meets the connectivity requirements.
2. A full and itemised breakdown of total project costs, indicating clearly both the proposed eligible and ineligible costs – using the pro-forma spreadsheet.
3. An explanation of how the financial benefit of the voucher is passed on in full to the beneficiary.
4. A list of premises (UPRNs) to be covered by the project.

If this is your first PRP application, you will also need to provide

1. A list of commercially available products and offerings.
2. Details of superfast connections made outside of the voucher scheme.

6.6 Supplier terms and conditions

Suppliers must (re)confirm that they have read and accept the Supplier Terms & Conditions and the information provided in the PRP application form, and any other information given in support of the application, is correct to the best of their knowledge.

6.7 Package owner

The package owner answer is automatically populated based on the supplier being logged in to the portal, and cannot be changed.

6.8 PRP type

Select which type of Pre-Registered Package application: “Standard” or “Project”.

Only Pre-Registered Packages (PRPs) are eligible for the Scottish Broadband Voucher Scheme. Pre-Registered Packages can be “Standard” or “Project”:

- **Standard Pre-Registered Packages (Standard PRPs)** are fixed for each individual deployment and end-user. For example, a satellite solution.
- **Project Pre-Registered Packages (Project PRPs)** are for specific premises and can be for single or multiple premises.

The minimum value of any single voucher is £200. Project Pre-Registered Packages have a maximum value of £500,000.

6.9 Package description

The package description should be a clear and helpful summary of your PRP proposal. Please describe the technology, locality, total premises and any other key information your organisation feels is relevant to the application.

6.10 Nature of services

Select which service / solution you are proposing to deliver:

- Fibre to the Premises/Home
- Fixed Wireless Access
- Fixed Mobile
- Satellite

6.11 Financial benefits (for beneficiaries)

Please provide an explanation of how the financial benefit of the voucher is passed on in full to the beneficiary. This should be additional narrative to the financials covered in the pro-forma spreadsheet.

The key principle here is that the total value of a voucher is passed on to a beneficiary and is not retained by a supplier. i.e. suppliers do not profit from the Scheme.

6.12 Wholesale infrastructure

For organisations who do not supply wholesale broadband access, we require details of who you intend to use as your wholesale supplier, including a reference or account number.

6.13 Beneficiary type

Please specify if beneficiaries for your PRP proposal are residential, SME or a mix of both.

6.14 Financials

The PRP cost model should be detailed in the pro-forma spreadsheet, and summarised in the form's four questions asking:

- **Total Project Cost:** total projected costs of the project (including both eligible and non-eligible cost items, and investment).
- **Total Eligible Project Cost:** total costs which you believe are eligible costs (in accordance with the definition set out within the scheme documents).
- **Supplier Investment:** as part of the total costs for the project set out above, state the value of any investment you will make in order to ensure the project's viability. This is the value of the incremental supplier investment in the deployment (which may be a combination of eligible costs which are in excess of a voucher, and any non-eligible costs).
- **Other Investment:** as part of the total costs for the project set out above, state the value of any investment from any other source in order to ensure the project's viability. This is the value of the incremental investment in the deployment (which may be a combination of eligible costs which are in excess of a voucher, and any non-eligible costs).

6.15 Prospective beneficiary contact details

Please provide all beneficiary UPRNs within the scope of this project. Include headline speeds for each premises / UPRN.

Beneficiary contact details (name, email, phone number) should be provided at the application stage for Project PRPs.

Standard PRP applications should not include UPRNs or beneficiary contact details. Once a Standard PRP application is approved, UPRNs and beneficiary contact details should be provided by the supplier during voucher requests via the SBVS portal.

6.16 Commercial products and existing superfast connections

Please provide evidence of the superfast capable connections you have made outside of the scheme previously.

Please detail your existing commercially available products in the pro-forma spreadsheet:

- Product Name;
- Normally available download speed;
- Normally available upload speed;
- Guaranteed minimum download speed;
- Guaranteed minimum upload speed;
- Ofcom BBCoP - is this product subject to the Ofcom Better Broadband Speeds Voluntary Codes of Practice?
- Monthly cost inc VAT;
- Technology;
- Number of existing customers – that you currently have subscribed to this product.

6.17 Total premises connected

As detailed in the pro-forma spreadsheet, please input a figure for the total premises connected under the proposed project.

6.18 Uploading supporting evidence

Please submit any supporting evidence and narrative that you feel supports your application.

6.19 Network diagram

Suppliers must provide a detailed, to-scale, network diagram for this project. The design should clearly demonstrate the location and type of network equipment, route and location of fibre builds, and/or wireless sector coverage maps, and backhaul.

Your financial breakdown in the pro-forma spreadsheet should be aligned to this network design, clearly showing the assumed cost of the required network units and build to enable the Scottish Broadband Voucher Scheme to confirm if the build cost is appropriate.