



## Supporting Evidence required for Ports

Full details and particulars of the information required are:

1. Market Information:
  - a. Copy of lease / licence agreements and any side letters, where the property is held on lease / licence associated with the port
  - b. Date of purchase and price paid, for freehold & leasehold interests acquired over the last 15 years, associated with the port
  - c. Full details of all franchise, lease, licence and other arrangements in relation to the operation of the property, including those with another party
2. Accounts and trading information: Where you are submitting an alternative estimate of Net Annual Value and are supporting your estimate by reference to the trading information for the property, you must provide copies of the audited accounts for the period 2018 to 2022. The supporting information provided should also include
  - a. Management accounts to cover the same period, to include a breakdown of turnover between the various trading activities
3. Construction and development costs:
  - a. Details and costs of construction / development works carried out in the past 15 years, to include dates of commencement and completion.
4. General Information:
  - a. Copy of site plan, and floor plans of any buildings, suitable for scaling.
  - b. Details, sizes & dates of construction of all buildings at the port (If any)
  - c. Details, sizes & dates of construction of gantries, cranes, tanks and weighbridges at the port (If any)
  - d. Details of annual tonnage intake and output since 2018
  - e. Details of annual passenger numbers since 2018 (If applicable)

- f. Details of the charging schemes for ship tonnage, cargo tonnage, storage passengers and stevedoring since 2018. If stevedoring services are provided by a third party provide details of licence or agreement in place
- g. Details of any port restrictions to include ship size, weight or head height and restriction of tidal turnaround in hours
- h. Details of car parking available at the port (If any), to include; number of spaces, income and pricing for each year since 2018
- i. Details of all licences relating to the operations of the Port