A.1.a. **INDICATIVE USER REQUIREMENTS**

**UR 1 Reminder e-mail.** A reminder email should be issued to all Licensed Provider Delegated Authorities 20BDs before the start of each Financial Year, as follows:

‘In accordance with Market Code obligations, all Licensed Providers with a Trading Party Type of Full LP will be included in the Gap Site allocation and POLR allocation processes, unless they choose to opt out and are eligible to do so. In order to opt out of the Gap Site process and/or the POLR process, please follow the attached link and go to ‘Administration’ and submit opt out requests at least 15 BDs prior to the start of the relevant Financial Year, as identified; [insert a link to the CMA LVI home page].’

**UR 2. LVI Changes for POLR Opt Out.**

**UR 2.2** The request to Opt out of POLR should be via the LVI home page and should allow only a CMAAdmin, CMAAdminReport user, or a requesting LPAdmin or LPAdminReport user who is also a Delegated Authority for an LP that has a D4014 Trading Party Type of Full LP to access a new link under CMA Home > Administration > POLR >Opt Out. This page should only be made available 30 BDs prior to the next FY. If the LP is not a full Trading Party, or if the user is not appropriately authorised, suitable error messages should be presented to the user (for inappropriate LP, wrong LP for the user, wrong user type, or not Delegated Authority).

**UR 2.3** The Opt Out page should include:
- A statement that the following button should be selected if an LP wishes to opt out of the POLR allocation process and that such opt out is only available to an LP with less than 20% market share.
- A Button to select POLR Opt Out

**UR 2.4** If Opt Out is selected, validation should be as follows:
- If the LP has a market share of 20% or greater, by chargeable amount, based on the most recent published R1, opt out should be rejected, with a suitable error message.

**UR 2.5 Confirmation e-mail and processing.** If the selection of Opt Out is accepted, an email should be sent to the Delegated Authority and to the CMA, confirming the Opt Out of POLR for the next FY and the D4015 POLR Status should be updated accordingly.

**UR 3. LVI Changes for Gap Site Opt Out.**

**UR 3.2** The request to Opt out of Gap Site allocation should be via the LVI home page and should allow only a CMAAdmin user, CMAAdminReport user, or a requesting LPAdmin or LPAdminReport user who is also a Delegated Authority for an LP that has a D4014 Trading Party Type of Full LP to access a new link under CMA Home > Administration > POLR >Opt Out. This page should only be made available 30 BDs prior to the next FY. If the LP is not a full Trading Party, or if the user is not appropriately authorised, suitable error messages should be presented to the user (for inappropriate LP, wrong LP for the user, wrong user type, or not Delegated Authority).
**UR 3.3** The Opt Out page should include:
- A statement that the following button should be selected if an LP wishes to opt out of the Gap Site allocation process and that such opt out is only available to an LP with less than 20% market share.
- A Button to select Gap Site Opt Out

**UR 3.4** If Opt Out is selected, validation should be as follows:
- If the LP has a market share of 20% or greater, by chargeable amount, based on the most recent published R1, opt out should be rejected, with a suitable error message.

**UR 3.5** **Confirmation e-mail and processing.** If the selection of Opt Out is accepted, an email should be sent to the Delegated Authority and to the CMA, confirming the Opt Out of Gap Site for the next FY and the D4017 Gap Site Status should be updated accordingly.

**UR 4. Changes to Existing Gap Site Update pages.**

**UR 4.1** The existing page for updating the Gap Site status should be disabled and may be deleted.

**UR 4.2** The existing New LP page should have Gap Site Status enabled to be updated in an identical fashion to the POLR Update functionality.