

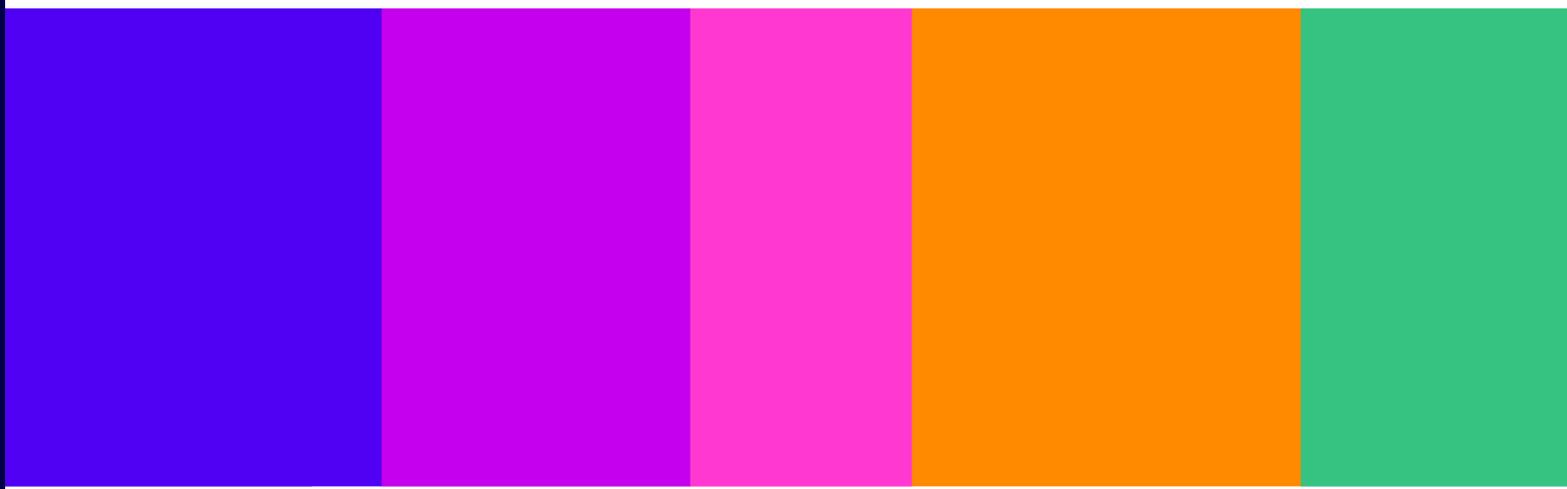


Transmission & Revenue (T&R) Return

TV Data Submission User Guide

Ofcom Market Intelligence Database (MID)

Published 23 January 2025



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1. Overview

This document provides you with a step-by-step guide for completing **Transmission & Revenue (T&R) Returns** for every broadcast licence that you hold, using the [Ofcom Market Intelligence Database \(MID\) portal](#). This version of the user guide replaces previous versions of the guide and takes account of enhancements to the data collection process that may have been made.

The T&R Return enables Ofcom to set licence fees, based on data submitted on the licence's hours of output, programming costs and revenue.

You are required to complete a T&R Return covering programming output, costs and revenues. You may also be required to complete a TV Audiovisual Media Services (AVMS) return. Please see the TV AVMS Return user guide for information on how to complete this return.

A T&R Return covering the relevant calendar year **must** be completed for all broadcast licences held by your organisation and its related entities, as a condition of your licence(s) with Ofcom. No exemptions will apply for the T&R Return under any circumstances – this return must be submitted for all licensed channels.

You will receive regular reminders and overdue notices until all of your organisation's allotted T&R Returns have been completed. Please ensure all authorised individuals have completed their respective returns by the deadlines communicated to you by the TV Market Intelligence Database (TV MID) team and displayed on the [Ofcom Online Services Portal MID](#).

If audited data is not available by our deadline, please submit unaudited figures and email TVMID@ofcom.org.uk for the submission to be reopened so you can update the figures.

If you have any problems or queries while using the system that cannot be resolved by reference to this user guide, please contact TVMID@ofcom.org.uk.

2. Getting Started

2.1 How to set up a new MID Contact

It is not possible for you to set up a MID account yourself – our team must set it up for you. Please contact TVMID@ofcom.org.uk requesting access to the [Ofcom Online Services Portal MID](#) for your organisation, ensuring you provide the following information:

- Full name
- Email address
- Postal address
- Organisation
- Job title
- Whether you are a data provider¹ or data submitter²

Once Ofcom has verified your details, we will credential you as a MID Contact – this is a contact that is authorised to provide/submit financial data to Ofcom on behalf of their organisation. You will receive an email (“Welcome to the Ofcom Online Services Portal MID”) with instructions to activate your [Ofcom Online Services Portal MID](#) account. Please use the link in the email to set your password. You cannot use the ‘Forgotten your password?’ function in the portal unless you have already set a password.

2.2 How to log in to the Ofcom Online Services Portal MID

Please note that as of January 2023 the URL and landing page for MID has changed. To log in to the [Ofcom Online Services Portal MID](#) (<https://ofcom.force.com/midloginpage>), you will need your email address and the password you set upon registration as a MID Contact.

Ofcom's Market Intelligence Database (MID)



Login

*Fields marked with * are required*

User ID:*

Password:*

[Forgotten your password?](#)

New user? You **cannot** self-register to use MID. Please contact the MID team via the relevant email address to request a MID account.

Guidance and contacting the teams

The Market Intelligence Database (MID) is used by Ofcom's Research and Intelligence team for the programmatic collection of data from industry. For further information on data collection, or to request access to MID to submit data for your organisation, please contact the appropriate MID team below. Please note the MID teams are unable to assist with spectrum licencing queries.

Post
Contact team: PostMID@ofcom.org.uk

Radio
Guidance: [Commercial radio industry data collection](#)
Contact team: RadioMID@ofcom.org.uk

Telecoms
Contact team: MID@ofcom.org.uk

TV
Guidance: [TV industry data collection](#)
Contact team: TVMID@ofcom.org.uk

¹ A Data Provider is only able to input relevant data into the return but cannot submit this to Ofcom.

² A Data Submitter is able to input relevant data into the return, review data entered by another member of the organisation, and submit returns to Ofcom.

2.3 What you see when you first log in

Once you have logged in, you will reach the **MID submissions dashboard**.

Ofcom Making communications work for everyone

John Doe

Licensing MID Numbering VSP

Home

MID submissions dashboard

Company details/submissions roles

Mid Test Ltd

2-352207

020 0000 0000

Ofcom, Riverside House 2a Southwark Bridge Road
London
SE1 9HA
UNITED KINGDOM

Data Submitter TV Transmission & Revenue Return

Data Submitter TV AV Media Services Return

Returns summary

- 1 Not started TV AV Media Services Return
- 4 Ready to submit TV AV Media Services Return
- 2 Ready to submit TV Transmission & Revenue Return
- 2 In progress TV Transmission & Revenue Return
- 12 Submitted TV Transmission & Revenue Return
- 8 Submitted TV AV Media Services Return
- 5 In progress TV AV Media Services Return

[View returns](#)

Contact details

John Doe

j.doe@ofcom.org.uk

Ofcom, Riverside House 2a Southwark Bridge Road
London
SE1 9HA
United Kingdom

You can do the following things from the MID submissions dashboard:

1. View company details/submission roles (see [page 6](#))
2. Review your contact details (see [page 7](#))
3. View returns summary (see [page 9](#))
4. Complete the Transmission & Revenue Return (see [page 11](#))
5. Complete the Audiovisual Media Services Return (see the [AVMS Return user guide](#))

2.4 Viewing company details/submission roles

This box shows your company information and submission roles. Please ensure all the details are correct.

Company details/submissions roles

Mid Test Ltd

2-352207

✉ 020 0000 0000

☎ 020 0000 0000

Ofcom, Riverside House 2a Southwark Bridge Road
London
SE1 9HA
UNITED KINGDOM

Data Submitter TV Transmission & Revenue Return

Data Submitter TV AV Media Services Return

Here you can view your data submission roles.

There are two roles for each return type:

- The **Data Provider** is able to input relevant data into the return, but cannot submit this to Ofcom.
- The **Data Submitter** is able to input relevant data into the return, review data entered by another member of the organisation and submit returns to Ofcom.

It is imperative that the return data is certified to be accurate and submitted by an authorised individual; this will usually be the Finance Director.

Please note if you will be submitting returns for more than one licence and these licences are owned by various related companies, only one company will be listed in the Company details box. The company listed will usually be the parent organisation for the other companies.

If any of the following details relating to the following are incorrect, please contact us on TVMID@ofcom.org.uk and we will update the information:

- Company name
- Company address
- Returns that your organisation is required to submit
- Your data provider/submitter roles

Please **DO NOT** submit any returns until this has been updated by Ofcom.

It is the organisation's responsibility to inform Ofcom if an individual is no longer responsible for providing the requested data. Please provide updated contact details to TVMID@ofcom.org.uk.

2.5 Review your existing contact details

The **Contact details** box shows your personal details for the role that you hold at the organisation. If the details are incorrect, please email TVMID@ofcom.org.uk and we will update these on your behalf.

 **Contact details**

John Doe

✉ j.doe@ofcom.org.uk

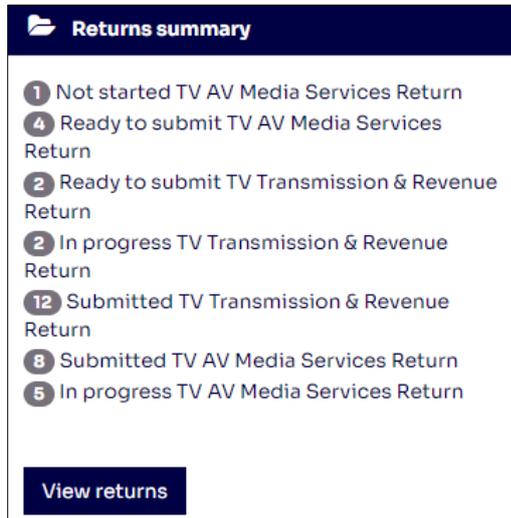
☎

Ofcom, Riverside House 2a Southwark Bridge
Road
London
SE1 9HA
United Kingdom

3. Accessing a Return

3.1 How to access a return

From the MID Submission Dashboard, the **Returns summary** box holds a list of your organisation’s returns as well as their status.



To complete your return, select **“View returns”**.

This will take you through to the **Scheduled returns** dashboard as seen below, where you will see returns to be completed for your organisation or group of organisations. These also specify when the returns are due.

If you complete returns for licences across more than one company, all the returns should be listed here. If there are any returns missing, please let us know immediately by sending an email to TVMID@ofcom.org.uk.

Please note that if you are not personally responsible for providing or submitting the data for all the licences listed you will still receive reminders and overdue notices until all returns have been completed. Please ensure all authorised individuals have completed their respective returns by the deadline.

Ofcom Making communications work for everyone

John Doe

Licensing MID **Numbering** VSP

Home / Returns

Scheduled returns

Hover over or select a row to view available actions

Filter returns

All return types All return names Any Status All Account Any Name of Service

All Years All Period

Type ▼	Account	Licence	Name of service	Name	Period	Year	Status	Due Date
TV	Mid Test Ltd	TV_22222		Transmission & Revenue Return		2023	In progress	XX/XX/20XX
TV	Mid Test Ltd	TV_11111		AV Media Services Return		2023	Submitted	XX/XX/20XX
TV	Mid Test Ltd	TV_22222		AV Media Services Return		2023	In progress	XX/XX/20XX
TV	Mid Test Ltd			AV Media Services Return		2023	In progress	XX/XX/20XX

« 1 2 3 4 » returns per page 10 ▼

On the **Scheduled returns** dashboard you can select the headings in blue to list the returns in either alphabetical, numerical or (in this example) status order. If you hover over a return which has not yet been submitted, two blue buttons will appear: “View and “Complete”.

Type ▼	Account	Licence	Name of service	Name	Period	Year	Status	Due Date
TV	Mid Test Ltd	TV_22222		Transmission & Revenue Return		2023	In progress	XX/XX/20XX
				View Complete				
TV	Mid Test Ltd	TV_11111		AV Media Services Return		2023	Submitted	XX/XX/20XX
TV	Mid Test Ltd	TV_22222		AV Media Services Return		2023	Submitted	XX/XX/20XX
TV	Mid Test Ltd			AV Media Services Return		2023	In progress	XX/XX/20XX

If you select the “View” button, the return will be in view-only mode and you will not be able to edit any of the fields. This option is also available after you have submitted the return.

To edit and/or complete a return, select the “Complete” button. This will take you to your selected return to be populated.

If you are not able to see the “View” or “Complete” buttons, you may need to update your browser to the latest version.

3.2 Navigating the Return

Below is an explanation of the various basic functions available on the T&R Return.

The screenshot displays the 'TV Transmission & Revenue Return' interface for 'Mid Test Ltd / TV_22222 / null / 2023'. A progress bar at the top shows four steps: Step 1 (Not started), Step 2 (In progress), Step 3 (Ready to submit), and Step 4 (Submitted). A 'Ready to submit' button is highlighted with a pink circle '5'. Below the progress bar, the user is on page 2 of 3. A breadcrumb trail shows 'Channel Details / Output / Income'. A note instructs users to submit revenues and costs in £000s. The 'Output' section contains two tables. The first table, 'Hours transmitted', has a header '(hours)' and four rows: 'First-run UK in-house originations', 'First-run UK commissions', 'First-run acquired', and 'Total hours broadcast (including repeats)'. The second table, 'Total programme cost', has a header '(£000s)' and one row: 'Total Programme Cost'. Input boxes for these rows are marked with pink circles '1' and '3'. At the bottom, there are four buttons: 'Cancel' (marked with pink circle '4'), 'Previous page' and 'Next page' (marked with pink circle '2'), and 'Save & exit' (marked with pink circle '3').

1. Input fields: boxes in which to input values. For financial figures, please input data in **thousands** (see [Section 4](#) for guidance on this). These boxes will only work if you are in “complete” mode, rather than “view”.

2. ‘Previous page’ and ‘Next page’

Use these buttons to navigate between different return pages.

3. ‘Save & exit’

You can save and exit the form without losing the data entered and return to it another time.

4. ‘Cancel’

You will lose data which has not previously been saved and be taken back to the Scheduled Returns dashboard.

5. ‘Ready to submit’

Use this button when you have finished adding your figures, to begin the submission process. See [‘Submitting the return’](#) for instructions on the following steps.

4. How to complete the Transmission & Revenue (T&R) Return

4.1 Channel details

Channel Details / [Output](#) / [Income](#)

Please enter information/data for all fields.

Channel Details

Channel is broadcasting	--None--
Channel broadcasts to the UK	--None--
Time-shifted	--None--
Simulcast	--None--
Broadcasting for the whole year	--None--
Start date (if not broadcasting for the whole year)	<input type="text"/>
End date (if not broadcasting for the whole year)	<input type="text"/>

Channel is broadcasting

Set this to 'Yes' if the channel was broadcasting in any part of the relevant calendar year.

Channel broadcasts to the UK

If your channel is available to UK viewers select 'Yes'; otherwise select 'No'.

Time-shifted

If this channel has +1/+1.5 time-shifts, set this to 'Yes'.

Simulcast

If your channel is on two or more platforms choose 'Yes'; otherwise choose 'No'

Note for dual licences and +1/+24/HD channel variants

- For dual licences (i.e. timeshifts and simulcasts) the following input process varies. Please refer to [How to complete the T&R Return for dual licences](#) for further information.

Broadcasting for whole year?

If your channel was on air every day in the relevant calendar year, set to 'Yes', otherwise set this to 'No'.

Start date / End date

If your channel was not broadcasting for the entire year in the relevant calendar year, please enter the first day of broadcast and the last day of broadcast within the relevant calendar year.

If your channel did not broadcast to the UK in the relevant calendar year (i.e. selected 'No' for 'Channel broadcasts to the UK', you can move directly on to the [Income](#) sub-section to complete your submission).

4.2 Output

This process varies for dual licences. Please refer to [How to complete the T&R Return for dual licences](#) for further information.

[Channel Details](#) / [Output](#) / [Income](#)

Please submit revenues and costs in £000s (e.g. £5,000 = 5, £50,000 = 50, or £500,000 = 500).
Please enter information/data for all fields.

Output

Hours transmitted

(hours)

First-run UK in-house originations	<input type="text"/>
First-run UK commissions	<input type="text"/>
First-run acquired	<input type="text"/>
Total hours broadcast (including repeats)	<input type="text"/>

Total programme cost

(£000s)

Total Programme Cost	<input type="text"/>
----------------------	----------------------

First-run UK in-house originations

These are programmes that were produced by your organisation for your UK channels and were first broadcast in the relevant calendar year.

It excludes any programmes that you produced in the relevant calendar year that were broadcast first in another country or that were commissioned for a non-UK channel – these count as first-run acquisitions. Similarly, if a programme is commissioned on a pan-country basis, but is either not intended for a UK audience, or broadcast in another country before it is shown in the UK, it will count as a first-run acquisition, rather than a UK origination.

First-run UK commissions

These are programmes that were produced for your organisation by a third-party producer (either exclusively or as a co-production) for your UK channels, and were first broadcast in the relevant calendar year.

It excludes any programmes that had been broadcast first in another country or that were commissioned for a non-UK channel – these count as first-run acquisitions. Similarly, if a programme is commissioned on a pan-country basis, but is either not intended for a UK audience, or broadcast in another country before it is shown in the UK, it will count as a first-run acquisition, rather than a UK origination.

First-run acquired

These are programmes that were bought by your organisation for your UK channels, and were broadcast for the first time in the UK in the relevant calendar year.

It also includes programmes that you have produced/commissioned that have already been shown in another country. In this context, programmes airing in other countries first or programmes not intended for a UK audience that are simulcast internationally would fall under the definition of first-run acquired, even if an “acquisition” refers more to internal content sharing within an organisation.

Note on first-run hours

- Hours submitted as first-run should include programming that is fully first-run. Any other programming should be considered a repeat. In exceptional circumstances, if you have evidence and the ability to show that part of the programme is first-run, and are able to attribute it accurately, you may report part of the programming as first-run. Please submit this evidence to the TV MID Team at TVMID@ofcom.org.uk.

Total hours broadcast (including repeats)

These are the total number of hours that your channel was on air in the relevant calendar year. For a channel that was on air all day, every day throughout the relevant calendar year, the figure would be 8760 (i.e. 24 x 365), with the exception of leap years, when it would be 8784 (i.e. 24 x 366).

Total Programme Cost

Please submit revenues and costs in £000s (for instance, enter £50,000 as '50')

Programme cost represents the total cost of production or acquisition in the calendar year, including rights costs but excluding third-party investment. In the case of commissions, it represents the price paid to the independent producer (and therefore includes a mark-up on production costs).

Programming costs should be those associated with programme-making, and should include the value of rights payments. No apportionment of non-programming related overheads should be included.

Development spend which is written off and does not directly contribute towards the final programmes broadcast in the given period should not be included.

Please be sure not to duplicate programme costs across dual licences (see [How to complete the T&R Return for dual licences](#) for further information).

4.3 Income

This process varies for dual licences. Please refer to [How to complete the T&R Return for dual licences](#) for further information.

Please submit revenues and costs in £000s (for instance, enter £50,000 as '50')

Inputting data in the correct units will ensure a more efficient tariff setting and verification process.

If a licence generated no revenue during the year, please submit the return by entering '0' in the relevant return fields.

[Channel Details](#) / [Output](#) / [Income](#)

Please submit revenues and costs in £000s (e.g. £5,000 = 5, £50,000 = 50, or £500,000 = 500).
Please enter information/data for all fields.

Income

Relevant turnover for Ofcom licence fees

(£000s)

Net Advertising Revenue			<input type="text"/>
Sponsorship Income			<input type="text"/>

	From platform operators (£000s)	From self retailed channels (£000s)	Total (£000s)
Subscription Income	<input type="text"/>	<input type="text"/>	0
Pay per view Income	<input type="text"/>	<input type="text"/>	0

Interactive services

Other turnover

(£000s)

Retail/TV Shopping	<input type="text"/>
Product Placement	<input type="text"/>
Programme Sales	<input type="text"/>
Other Revenue	<input type="text"/>

(£000s)

Total Revenue 0

Comments

Net Advertising Revenue

This includes all revenue that this channel earned from the sale of advertisements on screen. This does **not** include any revenue generated through broadcaster on-demand and streaming services. For detailed guidance please refer to page 17 of [Ofcom's Statement of Charging Principles](#).

Sponsorship income

This includes any payments made, or contributions to the costs of production or transmission by an organisation or person other than a licensee, with a view to promoting that organisation or person's trademark, image, activities, products or other direct or indirect commercial interests. This includes any programme which is to any extent funded or supplied by an advertiser. For detailed guidance please refer to page 18 of [Ofcom's Statement of Charging Principles](#).

Subscription income

From platform operators

This is the wholesale revenue received from third-party channel package retailers (e.g. the revenue Sky Showcase receives from Virgin Media) in respect of that channel in the relevant calendar year. For detailed guidance please refer to page 21 of [Ofcom's Statement of Charging Principles](#).

Worked examples are illustrated on pages 30-37.

From self-retailed channels

This is the retail revenue received by a channel operator from a platform business that is part of the same organisation (e.g. the revenue Sky Showcase receives from Sky's platform business). For detailed guidance please refer to page 21 of [Ofcom's Statement of Charging Principles](#).

Worked examples are illustrated on pages 30-37.

Pay per view income

From platform operators

This is the revenue received by a supplier of pay-per-view content from a third-party platform operator (as per subscription income guidance). For detailed guidance please refer to page 24 of [Ofcom's Statement of Charging Principles](#).

From self-retailed channels

This is the revenue received by a supplier of pay-per-view content from a platform business that is part of the same organisation (as per subscription income guidance). For detailed guidance please refer to page 23 of [Ofcom's Statement of Charging Principles](#).

Interactive services

This is the revenue raised by the channel from interactive services such as red button and gaming. This does **not** include any revenue generated through broadcaster on-demand and streaming services. For detailed guidance please refer to page 25 of [Ofcom's Statement of Charging Principles](#).

Worked examples are illustrated on pages 38-43.

Retail/TV shopping

This revenue represents the margin earned on products that are sold through the TV channel and excludes the operating costs of the channel. Please do not use total sales data. Revenue earned through a shopping channel's website should not be included.

Product Placement

This is the revenue raised as a result of product placement arrangements. The relevant definition of product placement and the associated rules are set out in full in Section Nine of the [Ofcom Broadcasting Code](#). Where arrangements involve programme producers, please only include the broadcaster's revenue share.

Programme Sales

This is the revenue raised by the channel from the sale of its programmes to third parties – either content produced in-house or commissioned.

Other Revenue

Any other channel revenue that does not fall into one of the categories already provided, including online revenue, should be recorded in this field. Use the Comments box to indicate what sources this remaining revenue is drawn from.

Total Revenue

This will be the total of all the relevant turnover for Ofcom licence fees data plus other turnover data included in this page. Select the refresh button to calculate this figure.

Comments

When submitting your revenue information please provide an explanation for revenue movements if the revenues generated under a licence increased or decreased by a significant amount in comparison with the previous year, such as by more than £1m, or by 10%.

This is required to ensure a more efficient tariff setting and verification process.

Please note that there may be revised requests about variance analysis following the data submission if necessary e.g. for tariff setting.

Please also use the comments box to provide us with any information about your T&R data that you would like to draw attention to. **DO NOT** use the comments box to notify us about general changes in licensing contact details; the information will not be found or acted on by Ofcom's Broadcast Licensing team – instead, email broadcast.licensing@ofcom.org.uk for this purpose.

Total Revenue 0

Refresh

Comments

Cancel Previous page Next page

If audited data is not available by the deadline we have set, please submit unaudited figures, stating in the Comments box that the figures are unaudited, and email TVMID@ofcom.org.uk for the submission to be reopened so you can update the figures.

Please note that at this stage the return is not yet submitted. You must now follow the Submitting the Return process detailed in [Section 6](#) to complete your submission.

5. How to complete the T&R Return for dual licences

If you have a channel with two licences (i.e. a TLCS and a DTPS licence), or channels with +1/+24/HD variants, it is important that data submitted for these channels is not duplicated. The below guidance explains how to report for these channels and avoid double counting. It should be used in conjunction with the [above guidance on how to complete the T&R Return](#).

5.1 Where data can be split by licence

If data can be split by licence, submit the correct proportion of output (hours/ programme cost) and income stemming from each licence under each return.

For instance, where hours differ between your DTPS service and your TLCS service individually (i.e. are not simulcast or time-shifted), or if you can identify the relevant subscription income for your DTPS service and your TLCS service individually, please submit the individual figures in each licence return.

5.2 Where data cannot be split by licence

Where data cannot be split by licence (e.g. if hours are exactly the same on each channel, or if advertising income covers the main channel and its +1 variant), please see the below guidance:

Simulcast channels

For simulcast channels (i.e. those with both a TLCS and a DTPS licence), please **only submit data** in the output (hours/programme cost) and income fields of **the TLCS licence return** and submit '0' for each of these fields in your DTPS licence return.

For a channel with these variants, data should be submitted for all licences **once only**. Please do not enter the total figures in each licence's return, as this results in double-counting.

Completed income page (TLCS):

Income

Relevant turnover for Ofcom licence fees (€000s)

Net Advertising Revenue: 50

Sponsorship Income: 20

	From platform operators (€000s)	From self-retailed channels (€000s)	Total (€000s)
Subscription Income	10	10	20
Pay per view Income	10	10	20

Null income page (DTPS):

Income

Relevant turnover for Ofcom licence fees (€000s)

Net Advertising Revenue: 0

Sponsorship Income: 0

	From platform operators (€000s)	From self-retailed channels (€000s)	Total (€000s)
Subscription Income	0	0	0
Pay per view Income	0	0	0

Interactive services

+1/+24/HD variant channels

For licences relating to +1/+24/HD variants of channels, please submit the full values **under the main channel's TLCS return**. The other return(s) should be completed by submitting '0' for each of the Output, Programme Cost and Income fields.

For a channel with these variants, data should be submitted for all licences **once only**. Please do not enter the total figures in each licence's return, as this results in double-counting.

Completed income page (TLCS):

The screenshot shows the 'TV Transmission & Revenue Return' form for a television company. The progress bar indicates Step 2 'In progress' is active. The 'Income' section contains the following data:

Income			
Relevant turnover for Ofcom licence fees			
(£000s)			
Net Advertising Revenue	<input type="text" value="50"/>		
Sponsorship Income	<input type="text" value="20"/>		
	From platform operators (£000s)	From self-retailed channels (£000s)	Total (£000s)
Subscription Income	<input type="text" value="10"/>	<input type="text" value="10"/>	20
Pay per view Income	<input type="text" value="10"/>	<input type="text" value="10"/>	20

Null income page (DTPS):

The screenshot shows the 'TV Transmission & Revenue Return' form for a television company. The progress bar indicates Step 2 'In progress' is active. The 'Income' section contains the following data:

Income			
Relevant turnover for Ofcom licence fees			
(£000s)			
Net Advertising Revenue	<input type="text" value="0"/>		
Sponsorship Income	<input type="text" value="0"/>		
	From platform operators (£000s)	From self-retailed channels (£000s)	Total (£000s)
Subscription Income	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Pay per view Income	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Interactive services	<input type="text"/>		

Local TV Channels

For local TV channels (i.e. those with both an L-DTPS and a TLCS licence), please **only submit data** in the output (hours/programme cost) and income fields of **the L-DTPS licence return** and submit '0' for each of these fields in your TLCS licence return.

Data should be submitted for all licences **once only**. Please do not enter the total figures in each licence's return, as this results in double-counting.

Completed income page (L-DTPS):

TV Transmission & Revenue Return
Television Company Name Ltd (L-DTPS000000XX) Channel Name/ 2022

Step 1 Not started | Step 2 In progress | Step 3 Ready to submit | Step 4 Submitted

You are on page 3 of 3

Income

Relevant turnover for Ofcom licence fees (£000s)

Net Advertising Revenue

Sponsorship Income

	From platform operators (£000s)	From self retailed channels (£000s)	Total (£000s)
Subscription Income	<input type="text" value="10"/>	<input type="text" value="10"/>	20
Pay per view Income	<input type="text" value="10"/>	<input type="text" value="10"/>	20

Null income page (TLCS):

TV Transmission & Revenue Return
Television Company Name Ltd (TLCS000000XX) Channel Name/ 2022

Step 1 Not started | Step 2 In progress | Step 3 Ready to submit | Step 4 Submitted

You are on page 3 of 3

Income

Relevant turnover for Ofcom licence fees (£000s)

Net Advertising Revenue

Sponsorship Income

	From platform operators (£000s)	From self retailed channels (£000s)	Total (£000s)
Subscription Income	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Pay per view Income	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Interactive services

5.3 Use of the Comments box

In the case where output, programme cost, and income cannot be split between licences, please provide details of the licence numbers for any simulcast channel or +1/+24/HD variants that are being submitted in the return in the Comments box.

6. Submitting the Return and logging out

6.1 Submitting the return

Once you have populated the return, there are **three** more steps before the return reaches Ofcom. If you do not complete these steps, Ofcom will not consider the return submitted.

STEP 1: Select “Ready to submit”.

TV Transmission & Revenue Return
Mid Test Ltd / TV_22222 / null / 2023

Step 1 Step 2 Step 3 Step 4
Not started In progress Ready to submit Submitted

You are on page 1 of 3

Ready to submit

All your input data will now be locked. You will notice the boxes for your input data will now have turned grey. Please use this opportunity to check your data entry is correct before proceeding to Step 2.

On the following page, you also have the option to re-open the return. Selecting this button will re-open the form to make amendments.

TV Transmission & Revenue Return
Mid Test Ltd / TV_22222 / null / 2023

Step 1 Step 2 Step 3 Step 4
Not started In progress Ready to submit Submitted

You are on page 3 of 3

Re-open Submit return

[Channel Details](#) / [Output](#) / [Income](#)

Please submit revenues and costs in £000s (e.g. £5,000 = 5, £50,000 = 50, or £500,000 = 500).
Please enter information/data for all fields.

Income

Relevant turnover for Ofcom licence fees

(£000s)

Net Advertising Revenue	<input type="text" value="0"/>
Sponsorship Income	<input type="text" value="0"/>

STEP 2: If you are a Data Submitter, select “Submit return”.

There are differences between the abilities of the Data Provider and Data Submitter roles.

If you are a **Data Provider**, after you have selected “Ready to submit” and arrived at the below page, you will only be able to see the “Re-open” button. At this stage you will need to advise your organisation’s designated **Data Submitter** that they will now need to log into their [Ofcom Online Services Portal MID](#) account to complete the submission process. In the case of larger organisations, your data submitter is typically a Finance Director or equivalent.

If you are a **Data Submitter**, select the “Submit return” button when all the information has been completed to your satisfaction.

TV Transmission & Revenue Return

Mid Test Ltd / TV_22222 / null / 2023

You are on page 3 of 3

[Re-open](#) [Submit return](#)

[Channel Details](#) / [Output](#) / [Income](#)

Please submit revenues and costs in £000s (e.g. £5,000 = 5, £50,000 = 50, or £500,000 = 500).
Please enter information/data for all fields.

Income

Relevant turnover for Ofcom licence fees

	(£000s)
Net Advertising Revenue	<input type="text" value="0"/>
Sponsorship Income	<input type="text" value="0"/>

STEP 3: Check declaration section and confirm.

TV Transmission & Revenue Return

Mid Test Ltd / TV_22222 / null / 2023

Step 1 Step 2 Step 3 Step 4
Not started In progress Ready to submit Submitted

[Channel Details](#) / [Output](#) / [Income](#)

It is a condition of your broadcasting licence that you must:
"furnish to Ofcom in such a manner and at such times as Ofcom may reasonably require such documents, accounts, returns, estimates, reports, notices or other information as Ofcom may require for the purpose of exercising the functions assigned to it by or under the 1990 Act, the 1996 Act or the Communications Act."

To proceed to submit the information, you are required to tick the box below, formally declaring that:

- you are authorised to submit this information on behalf of the licensed service [named above]
- all of the details given in this form are correct to the best of your knowledge

I agree

Submitter details

Name
John Doe

Email address
j.doe@ofcom.org.uk

Phone number

Address
Ofcom, Riverside House 2a Southwark Bridge Road
London
SE1 9HA
United Kingdom

You will be taken to the final page before submission – the declaration page.

This step should be completed by the person authorised to submit this information on behalf of the service organisation. In the case of larger organisations, your data submitter (typically a Finance Director or equivalent) will need to log in and complete this step.

Please ensure all the details on this page are correct. If the details are incorrect, please email TVMID@ofcom.org.uk and we will update these on your behalf (see [page 7](#) for instructions).

You must tick the "I agree" box. Then select "Confirm".

The return has now been submitted to Ofcom. Once you have submitted the return, you will not be able to amend the figures, unless you contact the TV MID team at TVMID@ofcom.org.uk and request for the return to be re-opened.

6.2 Logging Out

To log out at any point, select the avatar by your name and select 'Logout' in the drop-down. Please ensure you save any unsubmitted data before logging out.

Ofcom Making communications work for everyone

John Doe 

Licensing MID Numbering VSP

Thank you!

The return has now been submitted.

Edit my details

Change my password

7. Transmission & Revenue Return – frequently asked questions

7.1 General Questions

My channel didn't broadcast last year. Do I still have to complete a return?

Yes, even if a channel was not broadcasting in the previous year you must still complete a T&R Return for your licence. There will be an option on the return to indicate that your channel was not broadcasting.

My channel was on air but didn't generate any revenue. Do I still have to complete a return?

Yes, if a channel was broadcasting, but didn't generate any revenue you must still complete a T&R Return detailing the hours broadcast and production costs.

My channel launched in the middle of last year. Do I still have to make a return?

Yes, even if a channel broadcast for part of the previous year, the relevant Ofcom data returns are still required for the channel.

My channel closed in the middle of last year. Do I still have to make a return?

Yes, even if a channel licence was inactive for part of the previous year, the relevant Ofcom data returns are still required for the period the channel was on air.

When is the deadline for completing returns?

The deadline for completing returns will be communicated to you by TVMID@ofcom.org.uk. Alternatively, on the list of returns on your ["Scheduled returns" dashboard](#), there is a "Due date" column which specifies the deadline for completing each return.

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Licensing MID **Numbering** VSP

[Home](#) / Returns

Scheduled returns

Hover over or select a row to view available actions

Filter returns

All return types All return names Any Status All Account Any Name of Service

All Years All Period

Type	Account	Licence	Name of service	Name	Period	Year	Status	Due Date
TV	Mid Test Ltd	TV_22222		Transmission & Revenue Return		2023	In progress	XX/XX/20XX
TV	Mid Test Ltd	TV_11111		AV Media Services Return		2023	Submitted	XX/XX/20XX
TV	Mid Test Ltd	TV_22222		AV Media Services Return		2023	In progress	XX/XX/20XX
TV	Mid Test Ltd			AV Media Services Return		2023	In progress	XX/XX/20XX

« 1 2 3 **4** » returns per page 10

A different organisation owned my licence for all/part of the previous year. Do I have to make a return for the period where I wasn't the owner?

Yes. Current licence holders must submit returns relating to all broadcasting activity in the previous year. This is a condition of each licence and will require you to get the relevant information from the previous licence holder where necessary.

My relevant turnover isn't generated in the UK or EU (where broadcasting to the EU). Do I still need to provide this information?

Yes. All holders of television licences with Ofcom must provide the requested turnover figures attributed to that channel, regardless of where that revenue is generated.

More than one service operates under one broadcast licence. Do I need to submit separate returns for each service?

No. Our returns are collected at a licence level, meaning data for each service under the one licence should be aggregated and submitted in one return.

7.2 Completing the T&R Return

I am not sure how to attribute hours, spend or revenue to the categories specified in the return.

Please refer to [section 4](#) above for the definitions provided for each category. Ofcom cannot provide you with further guidance on the definitions beyond what is available in the user guide. If you are still unsure about how to attribute your data, then you may wish to seek independent legal advice.

What if my financial figures are not audited until the end of the financial year?

If audited data for the previous year is not available by the deadline you should submit unaudited figures by the deadline and, if necessary, restate the data once audited figures are available. To restate previously-submitted figures, please contact TVMID@ofcom.org.uk and we will reopen the return for you.

7.3 Dual Licences

My channel holds both a DTPS and a TLCS licence. Do I need to submit returns for both licences?

This advice relates to channels which have simulcast or +1/+24/HD variants.

Yes. However, to prevent a duplication of data, please follow these guidelines:

- If output (hours/ programme cost) and/ or income data can be split by licence, submit the correct proportion of these stemming from each licence under each return.
- Where data cannot be split by licence, attribute output (hours/programme cost) and income to the **TLCS licence. Please submit '0' for all these fields in your DTPS licence return.**
- Where data cannot be split by licence, in the DTPS return (filled with '0'), leave a comment explaining that the full amounts are filled in the corresponding TLCS return. Please provide the TLCS licence number where the data can be found.
- Please **do not duplicate the overall total** output and income figures across both returns.

My channel holds both a L-DTPS and a TLCS licence. Do I need to submit returns for both licences?

This advice relates to local channels.

Yes. However, to prevent a duplication of data, please follow these guidelines:

- If output (hours/programme cost) and/or income data can be split by licence, submit the correct proportion of these stemming from each licence under each return.

- Where data cannot be split by licence, attribute output (hours/programme cost) and income to the **L-DTPS licence. Please submit '0' for all these fields in your TLCS licence return.**
- Where data cannot be split by licence, in the TLCS return (filled with '0'), leave a comment explaining that the full amounts are filled in the corresponding L-DTPS return. Please provide the L-DTPS licence number where the data can be found.
- Please **do not duplicate the overall total** output and income figures across both returns.

Full explanation of the process for dual licences, with examples, can be seen in the [section 5](#).

8. Transmission & Revenue Return – troubleshooting

I cannot input information into the return/ the return is blank.

You may have selected “View” on the [Scheduled Returns dashboard](#).

Type ▼	Account	Licence	Name of service	Name	Period	Year	Status	Due Date
TV	Mid Test Ltd	TV_22222		Transmission & Revenue Return		2023	In progress	XX/XX/20XX
				<input type="button" value="View"/> <input type="button" value="Complete"/>				
TV	Mid Test Ltd	TV_11111		AV Media Services Return		2023	Submitted	XX/XX/20XX
TV	Mid Test Ltd	TV_22222		AV Media Services Return		2023	Submitted	XX/XX/20XX
TV	Mid Test Ltd			AV Media Services Return		2023	In progress	XX/XX/20XX

If you select the “View” button, the return will be in view-only mode and you will not be able to edit any of the fields. You will need to return to the dashboard and select “Complete” instead.

I can’t change the status to ‘Submitted to Ofcom’.

This may be because you are registered as a **Data Provider**, but not as a **Data Submitter**. The data submitter should be a Finance Director or equivalent. If this is you, please contact us via TVMID@ofcom.org.uk to update your status. If this is not you, please ask your **Data Submitter** to log into the [Ofcom Online Services Portal MID](#) to complete the submission process. If your organisation’s designated Data Submitter has not received login details, please contact us at TVMID@ofcom.org.uk and we will provide them with access.

I want to input a negative number into a cell, but the return won’t allow this.

Enter the figure as ‘0’ and put the negative figure into the *Comments* box, along with an explanation for the reason the returned figure is negative.

I registered online, but I can’t create a new account.

It is not possible for you to set up a MID account yourself – our team must set it up for you. Please see [Section 2](#) for guidance.

I have completed all the returns for my organisation’s channels. Why am I still receiving email reminders?

Submitting the returns is a multi-stage process. It is possible that your returns have not yet been set to “Submitted to Ofcom”, so we have not yet received them. Please refer to the section [Submitting the return](#) for more information.

If you believe this is not the case, it may be that there are outstanding returns still to complete. Refer to the Returns Summary on the [dashboard](#) page to check.