

Application for prior notification of proposed development by telecommunications code system operators

Checklist and Advice

- Completed form (3 copies PLUS ORIGINAL unless submitted electronically)

All planning applications need to be presented on a standard application form, which will be available electronically, however, applicants will retain the option of submitting paper versions of the form. In that event, HBC will require three additional copies (plus the original of the completed standard application form) to be submitted, as specified by Government legislation. An applicant may be requested to submit more than three copies, but three copies is the statutory requirement for a valid application.

- A plan identifying the land to which the application relates (3 copies PLUS ORIGINAL unless submitted electronically)

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. Government legislation requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should, wherever possible, show at least two named roads and the surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

- A copy of other plans (3 copies PLUS ORIGINAL unless submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials, as well as the style, materials, and finish of windows and doors. Blank elevations must also be included (if only to show that this is in fact the case). Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Such plans should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.

This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- Roof plans (e.g. at a scale of 1:50 or 1:100) [where appropriate]
A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.
- Site survey plan (e.g. at a scale of 1:50 or 1:100)
Copies of the site plan should be submitted. Legislation requires you submit three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:
 - the direction of North;
 - the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
 - all the buildings, roads and footpaths (footpath, bridleway, restricted byway or byway open to all traffic) on land adjoining the site including access arrangements;
 - all public rights of way crossing or adjoining the site;
 - the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
 - the extent and type of any hard surfacing; and
 - boundary treatment including walls or fencing where this is proposed.

Fee

- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

Photographs/photomontages

Showing the whole building and its setting and/or the particular section of the building affected by the proposals. These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Telecommunications Development – supplementary information

Required for all Telecommunications applications. The following is required –

1. A signed declaration that the equipment and installation fully complies with the ICNIRP requirements Site type (micro or macro)
2. Confirmation as to whether the Council's mast register and/or industry site database has been checked for suitable sites
3. Details of the annual rollout and pre application discussions with the Council
4. Details of all consultations carried out and copies of all written comments
5. Details of any consultations carried out with a particular school or further education college if relevant
6. Details of any consultations carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant
7. Area of search

8. Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials
9. A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
10. A statement explaining the reasons for the choice of the design
11. Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
12. Technical justification – details about the purpose of the site and why the particular development is required
13. Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area
14. An explanation if no alternatives considered
15. Visual impact assessment where relevant
16. Acoustic report where relevant
17. Any other relevant additional information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionising Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the [Code of Practice on Mobile Network Development \(2002\)](#).