

# Prior Notifications Telecoms Checklist

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## Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

Certain forms of telecommunication development, for example, mobile telephone masts, are known as permitted development and subject to prior approval from us.

The prior approval procedure means that the principle of development is not an issue. We can only consider the siting and appearance of the proposal.

We have 56 days in which to let the mast operators know of our decision on whether prior approval is required for siting and appearance and to let the operator know of our decision to allow or refuse approval.

For those applications that do not meet the prior approval requirements a full planning application must be submitted

<b>National Requirements</b>
<p><b>Completed application form or covering letter</b></p> <p>Where an application form has not been submitted for this particular type of proposal, a written description of the proposed development is acceptable within a cover letter. The developer's contact address, and the developer's email address if the developer is content to receive communications electronically, must also be provided.</p>
<p><b>Statement</b></p> <p>Evidence that the Developer has given notice of the proposed development in accordance with <a href="#">A.3 of Part 16 of Schedule 2</a> to the Town and Country Planning (General Permitted Development) Order 2015 (As amended).</p>
<p><b>A plan indicating the site and showing the proposed development</b></p> <p>A written description of the proposed development and a plan. Ideally this should come in the form of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and identify roads / buildings to ensure the location is clear. It should show the application site edged in <u>red</u> and use a <u>blue</u> edge to show any other land owned by the applicant close to the site.</p>
<p><b>The Appropriate Fee</b></p> <p>The correct fee, where necessary and as outlined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017</p> <p><a href="#">The current planning fees are also available from our website.</a></p>

Other Supporting Information	Guidance
<p><b>Existing and Proposed Elevations (at a scale of 1:50, 1:100 or 1:200)</b></p>	<p>These should show clearly the proposed works in relation to what's existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style. Blank elevations should also be included.</p> <p>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. A linear scale bar should be included on each drawing.</p>
<p><b>Roof Plans (at a scale of 1:50, 1:100 or 1:200)</b></p>	<p>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. A linear scale bar must be included on each drawing.</p>
<p><b>ICNIRP Statement for Telecommunications Apparatus</b></p>	<p>All applications must also be accompanied by a declaration that the proposal, when operational, will meet the <a href="#">ICNIRP</a> (international Commission on Non-Ionizing Radiation Protection). Evidence of consultation with local schools and day nurseries maybe requested.</p>
<p><b>Photographs and Photomontages</b></p>	<p>These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p>