

Prior Notification Telecommunications Validation Checklist

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.

This Validation Checklist covers most Telecommunications applications, although in some instances additional information may be required. In these cases, you will be notified in writing by the Planning Officers.

Definition

Telecommunications operators have certain permitted development rights in accordance with their licences. Telecommunications development therefore falls into two categories: that which requires planning consent and that which merely requires the prior notification of the council.

Prior notification applications do not require planning permission, but applicants are required to notify the council of their proposals. The Council cannot object to the principle of erecting the telecommunications structure, but has 56 days to comment on the siting and design.

Documentation Requirements

Submitting an Application via the Planning Portal

It is recommended that Telecommunications Applications be submitted using the Planning Portal. In this instance, the following requirements for file formats and sizes should be met.

File Type:

- All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files.
- Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

File Size:

- The maximum size of any single attachment must be no more than 10MB.
- All drawings submitted electronically must be A3 or smaller.

Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- Drawing name;
- The relevant scale at that print size (e.g.: 1:50, 1:100);
- A scale bar showing the length of one metre and ten metres; and
- Key dimensions.

National Requirements	
Completed Application Form or Covering Letter An original plus two (2) copies of all plans forms and documents are required where the application is not submitted via Planning Portal. Where an application form has not been submitted for this particular type of proposal, <u>a written description of the proposed development is acceptable.</u>	
Statement 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 Town and Country Planning (General Permitted Development) Order 1995.	
The Fee The correct fee as outlined in the planning fees practice guidance, 17 th October 2014.	
Location Plan - Plans should identifying buildings on land adjoining the application site to ensure that the exact location of the application site is clear.	

Local Requirements	
<p>Existing and Proposed Elevations (at a 1:50 or 1:100 scale)</p> <p>These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must 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.</p>	Required
<p>Existing and Proposed Floor Plans (at a 1:50 or 1:100 scale)</p> <p>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.</p>	Required
<p>ICNIRP Statement for Telecommunications Apparatus</p> <p>All prior approval and full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (international Commission on Non-Ionizing Radiation Protection) guidelines.</p>	Required for all prior approval and full planning applications for telecommunications and mobile phone masts.
<p>Photographs and Photomontages</p> <p>These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p>	Required where the proposal involves demolition or development affecting a conservation area or listed building.
<p>Telecommunications Development – Supplementary Information</p>	Required for all prior approval and full planning

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-Ionizing Radiation Protection (ICNIRP).

applications for telecommunications and mobile phone masts.

Further Information

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Either face to face or via telephone: Monday to Friday 9am–1pm;
0207 364 5009