

Guidance Notes for:

Application form for prior notification of proposed development in respect of permitted development by telecommunications code systems operators

Town and Country Planning General Permitted Development Order Schedule 2, part 24

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Site Address Details

Please enter the full postal address of the site. Enter the street name in the Street address field. The town, county and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street*' or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500 (or larger), showing at least two named roads and 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 must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway and landscaping).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

4. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimize delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'. This will assist the Council in dealing with your application as quickly as possible.

5. Telecommunications Apparatus

In accordance with the guidelines contained in the *Code of Best Practice on Mobile Phone Network Development 2002*, it is expected that proposals will have been discussed with a planning officer before making this application for prior approval or planning permission. It is expected that details of the proposal will include information about the location of the site, the type and design of apparatus to be constructed, other operators already on the site, the area of search and possible alternative sites. It is also expected that you have acted in accordance with the Code of Best Practice and will have submitted details of the rating given to viable site options under the Traffic Light Rating Model. An ICNIRP Certificate should also be included.

In addition it is also recommended that you submit a consultation statement giving details of who has been consulted and the nature of the consultation carried out.

6. Supplementary Information

Further information on Annex F of the *Code of Best Practice on Mobile Phone Network Development* can be found at:

<http://www.communities.gov.uk/publications/planningandbuilding/codebest>

7. Neighbour and Community Consultation

The Council may consult neighbouring properties. It is often better to tell neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

8. Planning Application Requirements

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

9. Declaration

Please sign and date your application.

10. Applicant Contact Details

Please provide contact information for the applicant.

11. Agent Contact Details

Please provide contact information for the agent.

12. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.