

**Local List – Validation of Planning and other Applications**  
**Annex H.6**  
**Application for Prior Notification of Proposed Development by**  
**Telecommunications Code System Operators**

Form

1.0 One original plus three copies of the Standard Application Form are required.

*Declaration*

1.1 The Declaration must be signed by the applicant or the agent (if one has been employed), and it must be dated.

Fee

2.0 The correct fee must be submitted with the application:

<b>Prior Notice Applications</b>	
Telecommunications – Prior Notice	<b>£0.00</b>
Telecommunications – Prior Approval	<b>£335.00</b>

Plans and Drawings

3.0 Four copies of the following plans and drawings are required:

3.1. **Location Plan** at a scale of 1:1250 (towns and villages) or 1:2500 (rural) showing:

- the application site area outlined in red (this 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 visibility splays;
- any other land in the same ownership / control close to or adjoining the application site outlined in blue;
- which way is north;
- the scale used; and
- the surrounding roads, paths, buildings and structures.

3.2 **Block Plan** at a scale of 1:500 or **Site Plan** at 1:200 showing:

- the proposed development within the context of the existing buildings and structures, the property boundaries and accesses, the road and adjacent buildings and structures;
- any existing or proposed vehicle parking spaces / areas;
- the extent and type of any hard surfacing;
- which way is north; and

- the scale used.
- 3.3 *If the proposal will lead to a change in the level of the land – **Site Plans** to a scale of 1:200 showing **existing** and **proposed** ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point. They should also show which way is north and the scale used.*
- 3.4 *If the proposal will create, alter or add to a floor – **Floor Plans** to a scale of 1:50 or 1:100 showing:*
- the **existing** and **proposed** layout of the whole of each floor that will be created, altered or added to by the proposal;
  - the name of each of the rooms or areas;
  - details of any existing and proposed drainage;
  - the scale used.
- 3.5 *If the proposal will create, alter or add to a building/structure – **Detailed Elevation Drawings** to a scale of 1:50 or 1:100 showing:*
- the **existing** and **proposed** view of each side of the building or structure that will be altered or added to by the proposal;
  - ground level;
  - existing and proposed floor levels;
  - the scale used.
- 3.6 **Signed Declaration:** that the equipment and installation fully complies with the ICNIRP requirements.
- 3.7 **Supporting Statement:** providing a reasoned justification for the requirement, site selection and choice of equipment/design. The statement should also include evidence any pre-application discussions, e.g. with the CAA, the MOD, and the local community.