

**APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT IN
RESPECT OF PERMITTED DEVELOPMENT BY ELECTRONIC
COMMUNICATIONS CODE OPERATORS – CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH
PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN
CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).**

NAME OF APPLICANT: _____

NAME OF AGENT: _____

ADDRESS OF DEVELOPMENT: _____

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

PLEASE TICK EACH BOX AS APPROPRIATE.

- Have you completed the application form or included a written description of the development?
- Have you enclosed the correct fee? If not, please explain why:-
- Have you provided a site location plan?
- Evidence that you have 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 you have 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
- Details of Area of Search
- Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area. You must provide an explanation if no alternative were considered
- Planning Statement

- Map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- Signed declaration that the equipment and installation fully complies with the ICNIRP requirements
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
- Technical justification — details about the purpose of the site and why the particular development is required
- Visual impact assessment where relevant

(If any of these assessments/statements are required, please ensure that they are provided with the application)

GUIDANCE NOTES

GENERAL

All drawings and must contain a drawing title, drawing number and revision numbers. All documents must be referenced. Drawings must show previous extensions and calculations of volumes for applications if the site is within the green belt. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres

LOCATION PLAN

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. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show 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 plan should be marked with a north point and identify a minimum of two roads. We will also accept any location plans downloaded from Planning Portal www.planningportal.gov.uk.

PLANNING STATEMENT

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission (unless covered in a separate Statement of Community Involvement).