

ADVICE ABOUT THE INFORMATION REQUIRED TO ACHIEVE A VALID  
PLANNING APPLICATION (LOCAL LIST)

**APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT BY  
TELECOMMUNICATIONS CODE SYSTEM OPERATORS**

Application Form

One completed original plus two copies of the mandatory Standard Application Form are required.

**Note:**

- if works have already started then a prior notification / approval application cannot be made – instead a full planning application will need to be submitted
- you must sign and date section 9 (declaration).

Fee

The correct fee of **£385** (from 22/11/2012) must be submitted with the application.

Plans, Drawings and Supporting Information

**You must provide enough information to describe your proposal.**

The table below lists the types of plans, drawings and supporting information that might be required. Those items marked with a ✓ are mandatory national requirements. The other items are our local requirements.

Location Plan (scale 1:2500 or 1:1250) with site outlined in red	✓
Block Plan (scale 1:500) or Site Plan (scale 1:200) – if the proposal will alter an existing building footprint or create a new building footprint	✓
Site Levels (scale 1:200) – if the proposal will lead to a change in the level of the land	✓
Floor Plans – Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a floor	✓
Elevation Drawings – Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a building	✓
Evidence that the: Civil Aviation Authority, the Ministry of Defence or the aerodrome operator (as appropriate) has been notified of the proposal where it consists of the installation of a mast within 3 kilometres of the perimeter of an aerodrome; owner or agricultural tenant of the land to which the application relates has been notified of the proposed development; the relevant body of the school or college have been consulted about the proposal where it consists of the installation, alteration or replacement of a mobile base station on or near [? distance] a school or college	
Supporting Statement covering: description of the proposed development, evidence that the possible use of an existing mast, building or structure has been considered before submitting an application to erect a new mast, the purpose and the need for the particular development, compliance with ICNIRP requirements, height of the proposed antenna, the frequency and modulation characteristics, and the details of power output	

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The 'glossary of terms for plans, drawings and supporting information' that supports this Local List provides for more information about each item.

**Notes:**

- If you do not provide enough information to describe your proposal, or the information that you provide is inadequate, your application will be invalid. If this happens we will contact you (by phone, by e-mail or by letter) to explain what is required to create a valid application. If we do not receive the information we have requested within 21 days the application will be withdrawn and any fees paid refunded (unless a time extension has been agreed).
- 1 original and 2 copies of each plan, drawing and supporting document should be provided.
- The location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to us that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.