APPENDIX D

Telecoms – Prior Notification - VALIDATION CHECKLIST October 2010

Your application MUST include the following:	
Original plus 3 copies of the completed application form, signed and dated	Yes/No
Have you spoken about the scheme with any planning staff before? Please tell us who you spoke to and send in any copies of letters or emails you have received:	Yes/No
Ownership certificates	Yes/No
Evidence that the developer has given notice of the development	Yes/No
The correct fee: (tick as appropriate) (If no fee is required please explain why together with any supporting documents)	Yes/No
The following plans <u>will</u> be required: (all dimensions must be metric)	
4 copies of an Ordnance Survey based location plan. It should identify the land or site	Yes/No
• be at a scale of 1:1250 or 1:2500	
 show at least two (if practicable) named roads show surrounding buildings (named and numbered) and 	
show the direction of North.	
The application site should clearly be edged with a red line and any other land you own should be edged with a blue line.	
4 copies of the Detailed layout and site plans of the equipment showing:-	Yes/No
• Siting and layout (with dimensions) at a scale of 1:100 or 1:200 or 1:500	
• Direction of north	
• all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking at your property:	
Position of any trees on Land adjoining the site:	
· Hard and soft landscaping details: and	
· adjacent buildings including the location of any windows	
Accurate and dimensioned siting/position of any free standing equipment	
4 copies of all elevation plans at a scale of not less than 1:100	Yes/No
4 copies of the supporting statement including:	Yes/No
• ICNIRP certificate	
• Evidence of the need for the facility	
• Evidence of alternative locations, area of search and alternative solutions.	
• Map showing relationship to schools and other telecommunications equipment in the vicinity.	

The following information may be needed to validate your application, if in doubt please check with us at the number below or via email.		
Environmental pollution	Yes/No	
Statement of Community Involvement	Yes/No	
Photographs and montage	Yes/No	
A Tree Survey if any trees are to be removed, lopped or topped.	Yes/No	
Listed Building Character Assessment/Conservation Area Appraisal	Yes/No	
Visual impact assessment	Yes/No	