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 will be required: (all dimensions must be metric)	
4 copies of an Ordnance Survey based location plan. It should identify the land or site • 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.	Yes/No
4 copies of the Detailed layout and site plans of the equipment showing:- • 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	Yes/No
4 copies of all elevation plans at a scale of not less than 1:100	Yes/No
4 copies of the supporting statement including: • 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. • Supplementary Information template (Annex F of the Code of best practice)	Yes/No

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