

**22. APPLICATION FORM FOR PRIOR NOTIFICATION OF
PROPOSED DEVELOPMENT IN RESPECT OF PERMITTED
DEVELOPMENT BY TELECOMMUNICATIONS CODE SYSTEMS
OPERATORS**

*Town and Country Planning General Permitted Development Order
Schedule 2, part 24*

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and/or name (if appropriate) and street name in the Street address field. The town, county and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street*' or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 for urban areas or 1:2500 for rural areas, showing 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 application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

Both red and blue lines should outline a complete area and not run off the plan.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

4. Pre-application Advice

The local planning authority may be able to offer pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

5. Telecommunications Apparatus

In accordance with the guidelines contained in the *Code of Best Practice on Mobile Phone Network Development 2002*, it is expected that proposals will have been discussed with a planning officer before making this application for prior approval or planning permission.

It is expected that details of the proposal will include information about the location of the site, the type and design of apparatus to be constructed, other operators already on the site, the area of search and possible alternative sites. It is also expected that you have acted in accordance with the Code of Best Practice and will have submitted details of the rating given to viable site options under the Traffic Light Rating Model.

In addition it is also recommended that you submit a consultation statement giving details of who has been consulted and the nature of the consultation carried out.

6. Supplementary Information

Further information on Annex F of the *Code of Best Practice on Mobile Phone Network Development* can be found at:

<http://www.communities.gov.uk/publications/planningandbuilding/codemobilenetwork>

7. Neighbour and Community Consultation

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

8. Planning Application Requirements & Local Level Requirements

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.

- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

9. Declaration

Please sign and date your application.

10. Applicant Contact Details

Please provide contact information for the applicant.

11. Agent Contact Details

Please provide contact information for the agent.

12. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.



22. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT IN RESPECT OF PERMITTED DEVELOPMENT BY ELECTRONIC (TELECOMMUNICATIONS) CODE SYSTEMS OPERATORS

NATIONAL REQUIREMENTS (1 original and 3 copies of all documents and 4 copies of plans unless stated otherwise or submitted electronically)

	YES	N/A
Completed form which should be signed and dated and/or written description of the development signed and dated.	<input type="checkbox"/>	
Location plan with application site edged red and any adjoining land owned by the applicant edged blue at scale of 1:1250/1:2500 with north indicated and show any Public Rights of Way footpaths/cycle paths/highways	<input type="checkbox"/>	
The appropriate fee – cheques should be made payable to Horsham District Council. VAT is not applicable	<input type="checkbox"/>	<input type="checkbox"/>
Evidence that the developer has given appropriate notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development Order 1995.	<input type="checkbox"/>	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an airfield, evidence that the developer has notified the Civil Aviation Authority, 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.	<input type="checkbox"/>	
LOCAL REQUIREMENTS		
Layout Plan at scale of 1:100/1:200 detailing position of structure	<input type="checkbox"/>	
Elevation Plan at scale of 1:50/1:100 detailing height of structure.	<input type="checkbox"/>	
Section through structure at scale of 1:10/1:20 detailing width of structure	<input type="checkbox"/>	
Certificate/Statement confirming compliance with ICNIRP (Internal Commission of Non-Ionizing Radiation Protection) and diagram indicating beam of greatest intensity	<input type="checkbox"/>	
Existing and Proposed Coverage Maps	<input type="checkbox"/>	
Details of alternative sites rejected with a justification for rejecting them: this should include existing masts, structures and other buildings within the search area.	<input type="checkbox"/>	
Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)	<input type="checkbox"/>	

NB Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.