

Prior Notification Telecommunications Application Validation Checklist

Introduction

Submitting your application can be made easier if you include all of the relevant information listed below. Failure to provide all relevant information may result in delays in validating your application.

While best efforts have been made to cover most Prior Notification Telecommunications applications, further information to that listed below may be required in some instances.

Definition

Telecommunications operators have certain permitted development rights in accordance with their licences. Telecommunications development therefore falls into two categories: that which requires planning consent and that which merely requires the prior notification of the council.

Prior notification applications do not require planning permission, but applicants are required to notify the council of their proposals. Council cannot object to the principle of erecting the telecommunications structure, but has 56 days to comment on the siting and design.

Checklist

DOCUMENTATION REQUIREMENTS
To assist with application process it would help if all application forms, plans and documents relevant to the application were submitted on a compact disc (CD).
Maximum file size is 5mb. Any file greater should be divided into parts and suitably named. See submission guidance on last page.
Drawing Confirmation All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.
NATIONAL REQUIREMENTS
Completed Form The London Borough of Hackney requires an original plus two (2) copies of all plans forms and documents required where the application is not submitted via Planning Portal. Where an application form has not been submitted for this particular type of proposal, a written description of the proposed development is acceptable.
Statement Evidence that the Developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the Town and Country Planning (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 the developer has 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.

<p>The Appropriate Fee The correct fee as outlined in Communities and Local Government Circular 04/2008 Planning-Related Fees.</p>
<p>Location Plan</p> <ul style="list-style-type: none"> ▪ 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 and should identify all the land to which the application relates. The GDPO 1995 requires three copies plus the original to be submitted (unless submitted electronically) however London Borough of Hackney will accept the original plus two copies (unless submitted electronically). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. ▪ The application site should be edged clearly with a red line. ▪ A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

LOCAL REQUIREMENTS <i>The following information is also required.</i>	
	<i>Notes</i>
<p>Existing and Proposed Elevations - (at a 1:50 or 1:100 scale) These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	Required
<p>Existing and Proposed Floor Plans - (at a 1:50 or 1:100 scale) These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings, including property numbers where applicable.</p>	Required

<p>Existing and Proposed Site Sections and Finished Floor and Site Levels Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.</p>	<p>Required</p>
<p>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. Alternatively, a separate statement on community involvement may also be appropriate.</p>	<p>A supporting planning statement will be required for all major applications, major change of use applications or listed building applications.</p>
<p>Statement of Community Involvement Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation and demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p>	<p>Required for all major applications and sensitive schemes where significant public interest is likely.</p>
<p>ICNIRP Statement for Telecommunications Apparatus All prior approval and full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (international Commission on Non-ionizing Radiation Protection) guidelines.</p>	<p>Required for all prior approval and full planning applications for telecommunications and mobile phone masts.</p>
<p>Photographs and Photomontages These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area or a Listed Building.</p>	<p>Required for all Major applications- minimum of 2 3D visuals showing context. Also where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building all telecommunication mast applications and retention of mobile classrooms.</p>

Submitting an application via the Planning Portal or on CD

It is recommended that Prior Notification Telecommunications Applications are submitted using the Planning Portal and the following requirements be met:

File Type

- All drawings should be attached as **.pdf (Adobe Acrobat)** files rather than .tif files.
- Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

File Size

- The maximum size of any single attachment must be no more than 5MB.
- All drawings submitted electronically must be A3 or smaller.

Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- The relevant scale at that print size (eg 1:50, 1:100)
- A scale bar showing the length of one metre and ten metres
- Key dimensions.

Questions

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Phone: Monday to Friday 9am–5pm on 020 8356 8062

Face to Face: Monday to Friday 10am–12pm or 2pm–4pm at Hackney Service Centre, 1 Hillman Street, London E8 1DY

Email: planning@hackney.gov.uk