

Validation Checklist – V18

Application for Prior Notification of Proposed Development in respect of Permitted Development by Electronic Communications Code Operators

EACH DRAWING MUST include the following information:

- Its metric scale (e.g. 1:100, 1:200)
- A scale bar indicating a minimum of 0-10 metres.
- The direction of North (site location and layout plans).
- A title to identify the development and subject of the drawing (e.g. Residential development at Channel View, Cliffland – Site Layout).
- A unique drawing number which also indicates any revisions (e.g. 1234 Revision A).
- A summary description of all revisions to identify any changes (e.g. Revision A – Layout changed).
- Its date and/or the date of any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A MINIMUM OF 4 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY WHEN A SINGLE COPY IS SUFFICIENT. *Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.* THERE MAY BE CIRCUMSTANCES WHEN THE COUNCIL REQUESTS MORE COPIES.

Documents that **must** be included with your application:

- The Correct Fee¹**
- The Application Form completed, signed** (unless submitted electronically) **and dated**
- Site Location Plan (Scale 1:1250 or 1:2500)** with the application site and any land necessary to carry out the development edged in red and any adjoining or other nearby land owned by the applicant outlined in blue
- A written description of the proposed works**
- Elevations of the equipment (Scale 1:50)**
- Site plan /Block plan (Scale 1:100)** detailing the position of the proposal
- A statement** to indicate the height, frequency and the modulation characteristics, and details of power output.

¹ see [Fees for Applications Guidance Note](#)

- **Details** of the proposed structure including the type of structure, details of the size of the equipment housing and materials.
- **Signed Declaration** that the equipment and installation fully complies with ICNIRP requirements
- **Evidence** that you have 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 (as amended).
- **Information** detailing the need and purpose of the particular development.
- **A statement** explaining the reason for the choice of design
- **Area of Search**
- **Evidence** that the Council's mast register and/or the industry site database has been checked for suitable sites and the reasons for their rejection. If no alternative sites have been considered, please state the reasons for this.
- **Details of alternative sites rejected with a justification for rejecting them.** This should include existing masts, structures and other buildings within the search area.
- **A Statement of Community Involvement** including details of all consultation carried out and **copies** of all written comments
- **Existing and proposed coverage maps**
- **Map showing the relationship of the application site to schools and other telecommunications equipment in the area**
- Completed **Supplementary Information Template** (Annex F of the Code of Best Practice on Mobile phone Network Development).
- **A completed Validation Checklist**

LOCAL REQUIREMENTS

Question 1:

- Is your application for the installation of a telecommunications mast within 3km of the perimeter of an aerodrome?
- If **yes**, please provide **evidence** that you have 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 Town and Country Planning (General Permitted Development) Order 1995 (as amended).

Question 2:

- Does your proposal relate to the installation of equipment on a building?
- If **yes**, please submit **roof plans (Scale 1:100)** to show details of existing and proposed equipment including all antennas, radio equipment housing, access platforms and air conditioning plant.

- If **yes**, please submit **existing and proposed cross sections** to show the equipment.

Question 3:

- Y N Will the proposed equipment generate any noise?

- If **yes**, please provide an **acoustic report**.

Question 4:

- Y N Is your development likely to have a visual impact on the surrounding area?

- If **yes**, please provide a **visual impact assessment**.

Question 5:

- Y N Does this proposal accord with previous published roll out plans? Is your development likely to have a visual impact on the surrounding area?

- If **no**, please **explain why** and the need for this particular proposal.

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site at www.dover.gov.uk.

We will check each application against the appropriate checklist. Should we need further information to process your application we will contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is not required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Signed:.....

Date:.....