PRIOR APPROVAL FOR TELECOMMUNICATIONS EQUIPMENT VALIDATION CHECKLIST

Please note that if the application is submitted electronically via the Planning Portal your application will be processed quicker. Please only submit the application on paper as a last resort and if you have any doubts about what is needed, please contact us before you submit your application.

Your application MUST include the following:	
2 copies of the completed planning application form, signed and dated (unless submitted electronically)	Yes/No
Have you sought and paid for pre-application advice? Please tell provide any copies of letters, proof of payment or emails you have received:	Yes/No
Has the correct fee been paid?	Yes/No
Ownership certificates	Yes/No
Evidence that the developer has given notice of the development	Yes/No
The following plans will be required: (all dimensions must be metric)	
2 copies of an Ordnance Survey based location plan. It should • 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
2 copies of the existing and proposed 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 and access • position of all trees on Land adjoining the site • hard and soft landscaping details • adjacent houses and buildings including the location of any windows • accurate and dimensioned siting/position of any free standing equipment	Yes/No
2 copies of all elevation plans at a scale of not less than 1:100	Yes/No
2 copies of the supporting statements including: • ICNIRP certificate • Evidence of the need for the facility • Evidence of alternative locations, areas of search/coverage requirements and alternative solutions • Map showing relationship to schools and other telecommunications equipment in the vicinity • Supplementary information - Statement confirming that the application steps are following the DCMS publication Code of practice for wireless network development in England (publishing.service.gov.uk)	Yes/No
The following information may be needed to validate your application, if in doubt please check with us	Yes/No
Consultation with Schools Statement of community involvement Photographs and montage Tree survey Listed building character assessment/conservation area appraisal Visual impact assessment	

All sections must be answered for an application to be valid.

If you are in any doubt about the information you are submitting please email the Development Management team on development.control@bury.gov.uk or phone them on 0161 253 5432.