

**When we receive your application, it will be vetted for accuracy and for the fullness of the information supplied. It will not be registered if relevant information is missing.**

Therefore, please read the guidance notes and follow them. You can also submit your application electronically using the Planning Portal ([www.planningportal.co.uk](http://www.planningportal.co.uk)).

The following list is not necessarily exhaustive and other points may be identified when your application is received.

Before you submit your application, **please check the following:**

### **Electronic Copies**

- An electronic copy of the plans and supporting documents is requested, to enable transfer of information to the City Council's computer system. This can be provided via the Planning Portal or secure file transfer.

### **Application**

*Have you...*

- Accurately and fully described the location (preferably with a post code) and given a full written description, clearly setting out what equipment is the subject of the application/notification?
- Signed and dated the application?

### **Fee**

- Is the [correct fee](#) enclosed? The correct planning application fee for this development can also be determined by using the online calculator on the Planning Portal.

### **Drawings and Plans**

*Do your drawings and/or plans...*

- Include an appropriate scale bar on the drawings.
- Include a full set of scaled elevations, plan and layout drawings clearly identifying the equipment for which consent is being sought? This should include, cabling, access equipment, cooling equipment, equipment cabins etc. Existing installations should be clearly identified. To avoid confusion, drawings should show "possible future antennae/equipment".

### **Additional Information – have you provided...**

- Evidence of notice(s) served on the site owner?
- Evidence of consultations (and responses received if available) with statutory third parties (e.g. Civil Aviation Authority) and local third parties (e.g. schools, civil societies, residents groups)?
- Statement as to whether equipment will meet ICNIRP guidelines and commentary on cumulative effect if other installations present?
- A supporting statement including:
  - Purpose of proposal in terms of operator's network (cell maps would be helpful);
  - Other sites/buildings considered, including mast sharing, and reasons for rejection;
  - Any technical reasons for particular design or array configuration to be adopted;

- Commentary about likely visual impact and impact upon character of conservation area or listed buildings (if relevant) supported by visual material as appropriate;
- Commentary about relationship between proposal and nearest sensitive sites (e.g. schools, day nurseries, housing) including material about likely exposure levels and visual impact.
- Focused (i.e. not generalised) discussion of relationship between proposal and approved Council policies and development plan policies (which should be clearly identified) and relevant national planning guidance.
- A tree survey/Arboricultural implications where the proposal impacts on trees within the application site of those adjacent to the site.