

## APPLICATION FOR TELECOMMUNICATIONS PRIOR APPROVAL

### PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

**Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.**

#### All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

|                                       |              |   |
|---------------------------------------|--------------|---|
| <b>The completed application form</b> | <b>YES</b> → | The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants <b>MUST</b> answer <b>ALL</b> the questions.                                  |
|                                       |              | Requirement Included Please tick <input type="checkbox"/>   |
| <b>The correct fee</b>                | <b>YES</b> → | Most planning applications incur a fee. These are described in Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees. The <a href="#">Planning Portal</a> includes a fee calculator for applicants |
|                                       |              | Requirement Included Please tick <input type="checkbox"/>   |

Reason not included:

### The Location Plan

YES

**ALL** applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North.

The application site should be edged clearly with a **red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

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

Requirement Included Please tick

### Site Plan

YES

The site plan should be drawn at an identified standard metric scale. It should accurately show:

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

and the following, **unless these would NOT influence or be affected by the proposed development:**

- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- d) All public rights of way crossing or adjoining the site
- e) The position of all trees on the site, and those on adjacent land
- f) The extent and type of any hard surfacing; and
- g) Boundary treatment including walls or fencing where this is proposed

Requirement Included Please tick

**Drawings (including floor plans and elevations)**

**YES**

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown.

Where a proposed elevation adjoins or is within 5 metres of another building, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the direction in question).

**Requirement Included Please tick**

**PART II - LOCAL REQUIREMENTS**

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

**Telecommunications Development Statement**

**When required**

All Telecommunications applications

**YES**

**Information required**

Details of the area of search, details of any consultation undertaken, details of the proposed structure and technical justification for the proposed development. Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full accordance with the requirements of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the [Code of Practice on Mobile Network Development](#) (2002).

See also Policy RUR10 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

**Requirement Included Please tick**

**Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.**

## Tree Survey/Arboricultural Implications Statement

### When required

An **arboricultural impact appraisal** is necessary for any new work (including construction of access drive, patios, and the laying of drains/services) that comes within 15metres of:

- a) A tree the subject of a Tree Preservation Order either within the application site or on adjoining land or
- b) A tree that lies within a Conservation Area.

An arboricultural **method statement** must be provided where the development requires works to be carried out to a tree that is the subject of a tree preservation order.

YES

## Information required

An **arboricultural impact appraisal** should follow the guidance in [British Standard 5837-2012](#) Trees in relation to design, demolition and construction - Recommendations

The survey plan should identify the species of tree, their dimensions and include a schedule of the trees that summarises the information on their dimensions and include a schedule of the trees impose and so inform the design.

An **arboricultural method statement** sets out information regarding the measures needed to protect the trees shown to be retained, schedules of any necessary tree work and proposals for long-term maintenance.

See also Policy CON8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.