

## Annex E– Standard consultation letter for schools/colleges

Our ref:  
Date:

Chair of School Governors  
FE College Board of Governors

**RECORDED DELIVERY**

Dear

**Proposed XXX(company name)Telecommunications site at XXX**

XXX(company name) is in the process of seeking a suitable site in the XXX area for a new mobile radio base station. The purpose of this letter is to provide you with information as to the proposal and the opportunity for you to seek further detailed information about the site from us should you wish to do so.

Government Guidance (Planning Policy Guidance Note 8 – Telecommunications August 2001 – Para 62) advises that mobile telecommunications operators are to notify you as Chair of Governors (or as appropriate) of our proposal to install a telecommunication site where it is near to a school.

A site has been selected at this location because (Justification as appropriate.) We would value your comments on this proposal, in advance of our formal planning submission to XXX (local authority name). This will help us to address any queries or comments you may have in respect of our proposed development.

The site, as currently proposed, is .....

*Provide site details e.g. type of structure, use of existing building, precise location(plan and address), drawings (if available), design initiatives utilised, approx distance to school boundary. brief description of proposed development*

In response to the ‘Stewart Report’, the government has stated that emissions from radio base stations should meet the International Commission on Non-Ionizing Radiation Protection (ICNRP) guidelines for public exposure adopted in the UK. I confirm that the above proposed installation will comply with these guidelines. In fact, because of the very low power utilized by telecommunications sites the emissions will be many times lower than the ICNRP threshold.

We would be grateful if you could consider this letter and the accompanying information about the proposals and let us know your views no later than 14 days from receipt of this letter. Any comments received from you within this period will be considered by us and will be submitted with our application to the Council.

Should you require any additional information in respect of the above proposals then please do not hesitate to contact XXX(as appropriate-maybe individual or help line no, needs to include name and full telephone number).

Yours sincerely

CC Head Teacher  
Principal of College

## Annex F– Supplementary Information Template

**SUPPLEMENTARY INFORMATION**

1. Site details

Site Name		Site Address	
NGR			
Site Ref Number		Site Type <sup>1</sup>	

2. Pre Application Check list

**Site selection**

Was an LPA mast register used to check for suitable sites by the operator or the LPA?	yes	no
if no explain why		
Was the industry site database checked for suitable sites by the operator?	yes	no
if no explain why		

**Annual roll out consultation with LPA**

Date of last annual rollout information/ submission	
Name of contact	
Summary of outcome/Main issues raised	

**Pre-application consultation with LPA**

Date of written offer of pre-application consultation	
Was there pre-application contact	yes no
Date of pre-application contact	
Name of contact	
Summary of outcome/Main issues raised	

<sup>1</sup> Macro or micro

**Ten Commitments Consultation**

Rating of Site under Traffic Light Model	Green	Amber	Red
Outline Consultation carried out			
Summary of outcome/Main issues raised			

**School/College**

Location of site in relation to school/college (include name of school/college)
Outline of consultation carried out with school/college. (include evidence of consultation)
Summary of outcome/Main issues raised

**Civil Aviation Authority/Secretary of State for Defence/Aerodrome Operator consultation  
(only required for an application for prior approval)**

Will the structure be within 3km of an aerodrome or airfield?	Yes	No
Has the Civil Aviation Authority/Secretary of State for Defence/Aerodrome Operator been notified	Yes	No
Details of response		

**Developer's Notice**

Copy of Developer's Notice enclosed	Yes	No
Date served		

**3. Proposed Development**

The proposed site
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Enclose map showing the cell centre and adjoining cells
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Type of Structure (e.g. tower, mast, etc):	
Description	
Overall Height	
Height of existing building (where applicable)	metres
Equipment Housing	
Length	metres
Width	metres
Height	Metres
Materials (as applicable)	
Tower/mast etc – type of material and external colour	
Equipment housing – type of material and external colour	

Reasons for choice of design
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#### 4. Technical information

ICNIRP Declaration attached ICNIRP public compliance is determined by mathematical calculation and implemented by careful location of antennas, access restrictions and/or barriers and signage as necessary. Members of the public cannot unknowingly enter areas close to the antennas where exposure may exceed the relevant guidelines.  When determining compliance the emissions from all mobile phone network operators on the site are taken into account.	Yes	no
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Frequency	
Modulation characteristics <sup>2</sup>	
Power output (expressed in EIRP in dBW per carrier) In order to minimise interference within its own network and with other radio networks, (NAME OF OPERATOR) operates its network in such a way that radio frequency power outputs are kept to the lowest levels commensurate with effective service provision. As part of (NAME OF OPERATOR)'s network, the radio base station that is the subject of this application will be configured to operate in this way.	
Height of antenna (m above ground level)	

#### 5. Technical Justification

Enclose predictive coverage plots.

Reason(s) why site required e.g. coverage, upgrade, capacity (map attached if required)

<sup>2</sup> The modulation method employed in GSM is GMSK (Gaussian Minimum Shift Keying) which is a form of Phase Modulation.  
The modulation method employed in UMTS is QPSK (Quad Phase Shift Keying) which is another form of Phase Modulation.

#### 6. Site selection process – alternative sites considered and not chosen

Enclose map highlighting all alternatives that have been considered by the operator.

Site <sup>3</sup>	Site Name and address	NGR	Reason for not choosing <sup>4</sup>

If no alternative site options have been investigated, please explain why

Additional relevant information

#### Contact Details

Name	_____	Telephone	_____
Operator	_____	Fax no	_____
Address	_____	Email address	_____
	_____		
Signed	_____	Date	_____
Position	_____	Company	_____
		(on behalf of the above operator)	_____

<sup>3</sup> ETS - Existing Telecomm site, ES - Existing Structure, RT - Roof Top, GF - Greenfield

<sup>4</sup> SP - Site Provider, RD - Redevelopment Not Possible, T - Technical Difficulties, P – Planning  
O – Other

## Annex G – Operators' standard forms

### Declaration of Conformity with ICNIRP Public Exposure Guidelines ("ICNIRP Declaration")

(Operator name)  
(Operator address)

Declares that the proposed equipment and installation as detailed in the attached planning / GPDO application at:

(Address).....  
.....  
.....

is designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP), as expressed in EU Council Recommendation of 12 July 1999 \* "on the limitation of exposure of the general public to electromagnetic fields (0 Hz to 300 GHz)".

\* Reference: 1999/519/EC

Date: .....

Signed: .....

Name: .....

Position: .....

(Footer - operator name and registered number / office)

### Developer's notice as required under the Town and Country Planning (General Permitted Development) Amendment (England) Order 2001

Proposed Development at:

Address: .....

Grid Ref: .....

I give notice that (insert company address) on behalf of (insert name of company) will be applying to (insert Local Planning Authority and address) under paragraph (4) (b) of Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Amendment (England) Order 2001 for its determination as to whether the prior approval of the authority will be required to the siting and appearance of

*description of proposed installation to include its siting and appearance and the height of the mast*

The application and accompanying plans may be available for public inspection at the offices of the above Authority at (insert Local Planning Authority address) during usual office hours.

Any Individual and organisation wishing to make representation about the siting and appearance of the proposed development may do so in writing to the Local Planning Authority at the address above (Please quote site address given above). Any representations must be received no later than (insert date not less than 14 days from the date of the notice)

Signed

On behalf of

Dated

**Annex H – Local authority standard forms**

**FORM 1**

Name of applicant/agent	Name of Council
Address	Address
	Date

**DEVELOPMENT BY TELECOMMUNICATIONS  
CODE SYSTEM OPERATORS**

**ACKNOWLEDGEMENT OF APPLICATION** FOR DETERMINATION AS TO WHETHER PRIOR APPROVAL IS REQUIRED FOR DEVELOPMENT PERMITTED BY PART 24 OF SCHEDULE 2 TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995 (AS AMENDED)

Dear Sir/Madam

I acknowledge receipt of your application dated ..... \* received on .....

In respect of .....

..... †

at ..... ‡

The application fulfils the requirements of the relevant legislation and, therefore, you should receive determination(s) as to whether prior approval is required or not, and, if it is required, as to whether approval for the siting and appearance of the development is given or refused, within 56 days of the above-mentioned date on which the Council received your application.

The application is incomplete and does not fulfil the requirements of the legislation. Only when a complete application containing the further information specified in the attachment to this letter has been received will the 56 day period specified in paragraph A.2(4) of the above-mentioned Part 24 commence.

The Council's contact for this application is .....

The Council's reference/application number is .....

insert date

† insert brief description of development

‡ insert location

\* Delete if inapplicable

**FORM 2**

**DEVELOPMENT BY TELECOMMUNICATIONS  
CODE SYSTEM OPERATORS**

DETERMINATION BY THE LOCAL PLANNING AUTHORITY THAT THE PRIOR APPROVAL OF THE AUTHORITY IS **NOT REQUIRED** FOR THE SITING AND APPEARANCE OF DEVELOPMENT PERMITTED BY PART 24 OF SCHEDULE 2 TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995 (AS AMENDED)

Applicant .....

Agent .....

Description and location of proposed development:

.....  
.....  
.....  
.....

Application number .....

Date of application .....

Date of receipt of application .....

The ..... \* hereby determine the prior approval of the local planning authority is not required for the siting and appearance of the development in the above-mentioned application.

Signed ..... (Council's authorised officer)

On behalf of ..... (Council)

Date .....

\* insert name of local planning authority

**FORM 3**

**DEVELOPMENT BY TELECOMMUNICATIONS  
CODE SYSTEM OPERATORS**

DETERMINATION BY THE LOCAL PLANNING AUTHORITY THAT THE PRIOR APPROVAL OF THE AUTHORITY IS **REQUIRED** FOR THE SITING AND APPEARANCE OF DEVELOPMENT PERMITTED BY PART 24 OF SCHEDULE 2 TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995 (AS AMENDED)

Applicant .....

Agent .....

Description and location of proposed development:  
.....  
.....  
.....

Application number .....

Date of application .....

Date of receipt of application .....

The ..... \* hereby determine the prior approval of the local planning authority is required for the siting and appearance of the development in the above-mentioned application.

Signed ..... (Council's authorised officer)

On behalf of ..... (Council)

Date .....

\* insert name of local planning authority

**FORM 4**

**DEVELOPMENT BY TELECOMMUNICATIONS  
CODE SYSTEM OPERATORS**

DETERMINATION BY THE LOCAL PLANNING AUTHORITY THAT THE PRIOR APPROVAL OF THE AUTHORITY IS **GIVEN** FOR THE SITING AND APPEARANCE OF DEVELOPMENT PERMITTED BY PART 24 OF SCHEDULE 2 TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995 (AS AMENDED)

Applicant .....

Agent .....

Description and location of proposed development:  
.....  
.....  
.....

Application number .....

Date of application .....

Date of receipt of application .....

Date of local planning authority's determination that prior approval to the siting and Appearance of the development is required: .....

The ..... \* hereby give approval for the siting and appearance of the development proposed in the above-mentioned application in accordance with the plans ref.....

Signed ..... (Council's authorised officer)

On behalf of ..... (Council)

Date .....

\* insert name of local planning authority

**FORM 5**

**DEVELOPMENT BY TELECOMMUNICATIONS  
CODE SYSTEM OPERATORS**

DETERMINATION BY THE LOCAL PLANNING AUTHORITY THAT THE PRIOR APPROVAL OF THE AUTHORITY IS **REFUSED** FOR THE SITING AND APPEARANCE OF DEVELOPMENT PERMITTED BY PART 24 OF SCHEDULE 2 TO THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 1995 (AS AMENDED)

Applicant .....

Agent .....

Description and location of proposed development:

.....  
 .....  
 .....  
 .....

Application number .....

Date of application .....

Date of receipt of application .....

Date of local planning authority's determination that prior approval to the siting and Appearance of the development is required: .....

The ..... \* hereby refuse approval for the siting and appearance of the development proposed in the above-mentioned application for the following reason(s)

.....  
 .....  
 .....

Signed ..... (Council's authorised officer)

On behalf of ..... (Council)

Date .....

\* insert name of local planning authority

**Annex J- Operator Enquiry Points**

Enquiries about radio base stations

Each of the operators have dedicated staff dealing with enquiries and complaints received by phone, by letter or as an e-mail. Commitment Eight of the Ten Commitments is to "provide specific staff resources to respond to complaints and enquiries about radio base stations within ten working days". The operators are committed to ensuring that concerns from both the public and local authorities are dealt with promptly and efficiently.

**Hutchison 3G UK**

0845 604 3000  
 www.three.co.uk

**O2 UK**

0113 388 6780  
 cellsnationalhelpdesk@o2.com  
 www.o2.com

**O2 Airwave**

contact@airwaveservice.co.uk

**Orange**

0800 783 5021  
 site.information@orange.co.uk  
 www.orange.co.uk

**T-Mobile UK Ltd**

0870 321 6047  
 networkinfo@t-mobile.co.uk  
 www.t-mobile.co.uk

**Vodafone**

01635 677706  
 environment.planning@vodafone.co.uk  
 www.vodafone.co.uk

## Glossary of Terms

### 2G

The second generation or GSM is the technology currently used in the operation of mobile phones at 900MHz and 1800MHz.

### 3G

Third generation is the generic term used for the next generation of mobile communications systems. The new systems will enhance the services available today and will offer multimedia and internet access and the ability to view video footage. The third generation technology used in the UK is called UMTS. These services operate at 2200 MHz. (2.2GHz).

### Aerial/Antenna

A device which transmits and receives radio waves. There are different designs in operation including Omni-directional antennas, sectored antennas and dual/tri-band antennas.

### Analogue

First mobile phone technology which was phased out in the UK in 2001 with the introduction of second generation technology (GSM).

### Base Station

A base station is a macrocell, microcell or picocell site and consists of radio transmitters and receivers in a cabin or cabinet connected to antennas by feeder cable.

### Cabin

A structure which protects radio transmitters and receivers from damage. They can be in the form of large cabins or smaller cabinets.

### Cell

A geographic area over which a radio base station transmits and receives radio signals to and from customers to provide service coverage.

### Dish Antenna

Dish antenna operate on a line of sight basis and transmit and receive highly focussed radio waves in one direction. Dish antennas usually have the function of linking a base station, sometimes through a series of links, to a base station control site. It is usually by this means that a base station is integrated into the wider network.

### Electromagnetic Waves/Fields

Electromagnetic waves are emitted by many natural and man-made sources. Electromagnetic waves are used to transmit and receive signals from mobiles phones and their base stations. The type of electromagnetic waves mobile phones use is called radio frequency (RF) waves/fields.

### Feeder cable

The co-axial cable which connects an antenna to a base station transmitter or receiver.

### Frequency

Frequency is the number of times per second at which an electromagnetic wave oscillates. It determines the wave's properties and usage. Frequencies are measured in hertz (Hz). 1 Hz is one oscillation per second, 1 kHz a thousand, 1 MHz is a million and 1GHz is a thousand million. Frequencies between 30 kHz and 300 GHz are widely used for telecommunication, including broadcast radio and television, and comprise the radio frequency band. Mobile telephone systems currently operate at 900MHz and 1800MHz. 3G will operate at 2GHz.

### GSM

GSM - Global System for Mobile Communications is the international, pan-European operating standard for the current generation of digital cellular mobile communications. It enables mobile phones to be used across national boundaries. GSM systems are operated by O2UK and Vodafone at 900 and 1800 MHz, and by T-Mobile and Orange at 1800MHz.

### Hand-off

As a mobile customer moves from one cell to another the call is automatically transferred from one base station to another in a process known as hand-off.

### ICNIRP

The International Commission on Non-Ionizing Radiation Protection (ICNIRP) is an independent scientific body which has produced an international set of guidelines for public exposure to radio frequency waves. These guidelines were recommended in the Stewart Report and adopted by the Government. The mobile network operators have accepted these guidelines and work within them.

### Macrocell

A macrocell provides the largest area of coverage within a mobile network. The antennas for macrocells can be mounted on ground-based masts, rooftops or other existing structures. They must be positioned at a height that is not obstructed by terrain or buildings. Macrocells provide radio coverage over varying distances depending on the frequency used, the number of calls made and the physical terrain. Macrocell base stations have a typical power output in tens of watts.

### Mast

A ground-based or roof-top structure that supports antennas at a height where they can satisfactorily send and receive radio waves. Typical masts are of steel lattice or tubular steel construction. New slimmer versions of masts are now available which can be painted to blend in with their surroundings, disguised as trees or used in conjunction with street lighting and CCTV cameras. Masts themselves play no part in the transmission of the radio waves for mobile telecommunications.

### Microcell

Microcells provide additional coverage and capacity where there are high numbers of users within urban and suburban macrocells. The antennas for microcells are mounted at street level, typically on the external walls of existing structures, lamp-posts and other street furniture. Microcell antennas are usually smaller than macrocell antennas and when mounted on existing structures can often be blended into building features. Microcells provide radio coverage over distances, typically between 100m and 1000m and operate at power levels substantially below those of macrocells.

### Mobile Switching Centre

All base stations have to be linked to a Mobile Switching Centre (MSC), which will have a significant number of radio dishes linked by direct line of sight to outlying base stations. These can be installed on large radio masts or on buildings. The MSC integrates each base station into the network and enables the calls to be connected within the same or a competing network. The MSC also controls the handing off process as customers move from one cell to another.

### Picocell

A picocell provides more localised coverage than a microcell. These are normally found inside buildings where coverage is poor or there are a high number of users such as airport terminals, train stations or shopping centres.

### Radio Base Station

See base station

### Second Generation

See 2G

### Sectored Antenna

Antenna which transmits or receives higher signal levels in a horizontal direction. The antenna is split into several sectors (typically 3 or 6) to provide 360 degree coverage.

### Stub Mast

A roof-mounted mast structure which supports multiple antennas at a height where it can satisfactorily send and receive radio waves. A stub mast is typically 4m - 6m high and of steel lattice construction. Stub masts themselves play no part in the transmission of radio waves.

### Third Generation

See 3G

### Transmitter

Electronic equipment that generates radio frequency electromagnetic energy and is connected to an antenna via a feeder cable.

### UMTS

Universal Mobile Telecommunication System (UMTS) is part of the international vision of a global family of third generation mobile communication systems. The UK refers to this as 3G.

### Wavelength

Wavelength is the distance in metres between any two 'similar' points on a radio wave. This portion of the wave is referred to as one complete cycle. The lower the frequency of a wave the longer the wavelength.

