UK

SITE SELECTION & PLANNING MODEL

STAGE 1
Area Wide LPA Consultation (Annual and Pre-Roll out)

Essential

1.A.1 Annual Review Letter
- Sent in Sept/Oct
- Enclose Map of Sites and spreadsheet

1.A.2 Pre roll-out Letter
- Only sent before major phase
- Enclose Map of Sites and spreadsheet

1.A.3 Map of Sites
- Map of LPA Area with boundary and sites marked
- Proposed sites i.e. pre-application
- Live sites

1.A.4 Schedule of Sites
- Cell No
- Site Name
- Address
- Town
- Post code
- Easting/Northings
- Status

1.A.5 Meeting
- Offered annually with LPA to discuss issues

1.A.6 Update database

Optional

1.B.1 Presentation
- Only before a major phase
- To LPA Officers and possibly elected members

STAGE 2
Site Selection & Identity Consultation Strategy

Essential

2.A.1 Information Gathering and Site Identification
- Check LPA Mast Register
- Obtain information and examine existing databases (eg. MSA)
- Identify sites in search area
- Identify options in Report
- Allocate initial Traffic Light Rating

2.A.2 LPA Consultation & Opinion
- Indentify the LPA case officer that will be dealing with the application.
- Request their opinion on the sites identified
- Offer a pre-application meeting (see 2.A.5)
- Record their views in Consultation Plan
- Identify areas of concern, discuss and agree where possible community consultation strategy.
- Re-appraise Traffic Light Rating

2.A.3 Site Selection
- Select preferred option based on;
  - Technical needs of operator
  - LPA opinion
  - Community information

Re-appraise Traffic Light Rating

2.A.4 Identify Consultation Strategy
- Using the Consultation Strategy identify:
  - Who to consult
  - How to consult
- Record strategy in a Consultation Plan

2.A.5 Pre-application Meeting Offer
- Discuss merits of preferred site and other options
- Discuss design options

Optional

2.B.1 Tour of Options
- Discuss merits of preferred site and other options on site.

STAGE3
Community Consultation

Essential (Amber and Red sites)

Should be agreed with LPA - See 2.A.2

3.A.1 Letter to Ward Councillor
- Identify the Ward Councillor for the area
- Standard letter - 'Ward Councillor Consultation'

3.A.2 Letter to Parish Council Clerk
- Identify the Parish Council for the area
- Standard letter - 'Parish Council Consultation'

Optional

Should be agreed with LPA - See 2.A.2

3.B.1 Consultation letter Mail Shot
- Standard Letter 'Public Consultation'
- Send to public living within determined area, local stakeholders and interest groups

3.B.2 Erect Voluntary Site Notice
- Erect standard 'Voluntary Site Notice'
- Operator/agent contact details

3.B.3 Informal 'Drop In' Session
- Wallboard presentations
- Other literature

3.B.4 Key Stakeholder Briefing Session
- Description of proposal
- Identification of issues
- Explanation of proposal
- Answering questions
- Stakeholder discussion

3.B.5 Leaflets
- To be deposited in community venues such as Doctors, Churches, libraries etc.

3.B.6 Public Notice Placed in Local Press
- Description of proposal
- Operator/agent contact details

STAGE 4
Planning Submission

Essential

4.A.1 Prepare Planning Submission
- In accordance with Operators guidelines
  - Checklist of documents
  - complete standard planning application template
  - Provide standard Supporting Information including ICNIRP Certificate

4.A.2 Application Support
- If appropriate provide additional information to support the application

Optional

4.B.1 Site Meeting with Planning Officer
- Discuss merits of proposal site in relation to other options
- Discuss merits of proposed design in relation to alternative design solutions

4.B.2 On site Visual Demonstration
- Demo, for LPA, Members, Parish Council etc.
  - Pump-up mast
  - Elevated platform or Cherry-picker
  - Balloon

4.B.3 Attend Planning Committee Meeting
- Present and respond as appropriate

NOTES:

The model excludes temporary sites (this is defined as a site in situ for no longer than six months) and emergency sites. Should an operator be considering seeking to turn a temporary site into a permanent site, such a site would go through the traffic light rating process.

This model is to be applied to all new in-building solutions in publicly accessible areas such as airports, railways stations and shopping centres.

Scotland:

For LPA read PA

For Ward Councillor read Local Councillor

Scotland & Wales:

For Parish Council read Community Council

Northern Ireland:

For LPA read DOE PS

Clarifications

2.A.2 In respect of all sites – irrespective of traffic light rating score – the operators will consult as required by government planning guidance and legislation. The optional consultation options relate to amber and red rated sites. An attempt will be made to agree the consultation plan with the local planning officer.

The views of the Case Officer should be recorded in the site file and not in the Consultation Plan.