

For BT Office Use: App. No:  Zone:

# Application for a supervised visit to a BT Radio Tower and Mast

WARNING - ALWAYS **DOWNLOAD** THE LATEST VERSION OF THIS APPLICATION FORM PRIOR TO SUBMISSION (available under BT Location Services Documents).

This form must be taken to site as evidence of site access permission.

Telephone number for booking enquiries: 0800 811 343 Opt 5 - 2 -1 (Working Hours: 8am - 5pm)

Subject to BT Riggers assessment of acceptable daylight and/or weather conditions.

## Part A To be completed by person requesting access.

BT Radio Tower and Mast\*:

Address\*:

Customer site reference\*:

Licence holder sharing at the BT Radio Site\*:  
(This is the licensed operator the applicant is working on behalf of)

**Details of person(s) requesting supervised access:**

Name\*:

Company\*:

Email\*:

Telephone\*  Date of application\*

**A copy of the Authorisation Code must be attached with each application, or include the Site Share application reference.**

Purchase Order no:  Site Share application no:

Service tier required (see page 2)\*:

**The Working Day Calculator can be viewed [here](#).**

Resource requirement\*:

Structure\*:

Cost (ex VAT)\*:  Amendment?  Additional Travel Charges

£250

**Contact for payment of invoice for access fee:**

Name\*:

Company\*:

Telephone\*:

Address\*:

**Valid climbing certificates are mandatory.**

Name of person/s visiting site*	Is the person climbing*?
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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**Requested date, time and duration of visit:**

Date\*:  Start time\*:  Finish time\*:

**Reason for site attendance\*:**

I confirm that all site work resulting from this application will comply with the **BT Code of Practice for Safe Working on BT Radio Towers and Masts** (available under BT Location Services Documents) which I have read and understood\*.

I accept that if the conditions as specified in the Code of Practice are not met, site access may be denied by BT. I certify that information entered on Part A of this form is accurate and that I am authorised to make this application by the named Company sharing at the named BT Radio Tower and Mast\*.

# Part B Mast/Tower equipment details

Only include items to be replaced. Please refer to separate documents and supply equipment specification documents as we can't progress applications without them. The table below is an example of the type of data we need.

Item Type:

BT Reference for existing equipment (If Applicable):

Height min/max (m):

Manufacturer:

Bearing Deg EoN:

Type:

Feeder type:

Size (m):

## Replaced structural mounted electronics - provide full details for:

Manufacturer, type, size, (LxHxW), mounting height, max length of tails:

MHA - Commscope E15S09P75- 225x227x56mm

RRU - Huawei 5507 300x400x170mm

BOB - Commscope 300x280x100mm

Additional Information:

## Details of Existing Item - This section is only to be filled for like for like swaps

Existing Item Type:

BT Reference for existing equipment (If Applicable):

Height min/max (m):

Manufacturer:

Bearing Deg EoN:

Type:

Feeder type:

Size (m):

## Replaced structural mounted electronics - provide full details for:

Manufacturer, type, size, (LxHxW), mounting height, max length of tails:

Additional Information:

## Details of L4L Replacement Item - This section is only to be filled for like for like swaps

Replacement Item Type:

BT Reference for existing equipment (If Applicable):

Height min/max (m):

Manufacturer:

Bearing Deg EoN:

Type:

Feeder type:

Size (m):

## Replaced structural mounted electronics - provide full details for:

Manufacturer, type, size, (LxHxW), mounting height, max length of tails:

Additional Information:

## Part C To be completed by BT supervision booking duty.

A supervised radio site visit has been booked on  at  in accordance with the above request.

An invoice for the site attendance fee will be issued following the visit.

Name:  Date:

Email this completed form to the applicant

## BT Radio Site supervised access charges

Reference	Arrival on site	1 man ground or structure supervision	2 man rigging team	4 man rigging team	Maximum time on site	Over time rate (p/h per man)
D01	Within 4 hours	£2,048.00	£3,413.00	£6,827.00	4 hours	£205.00
D02	Next day	£1,842.00	£3,005.00	£6,008.00	4 hours	£205.00
D03	Between 2-10 business days	£1,228.00	£2,185.00	£4,368.00	4 hours	£96.00
D04	Over 10 business days	£683.00	£1,365.00	£2,730.00	4 hours	£96.00
D05	Over 10 business days	£836.00	£1,673.00	£3,342.00	6 hours	£86.00

The Working Day Calculator can be viewed [here](#).

## For your information

BT provides radio tower and site supervision for its site sharing customers in accordance with the BT's Code of Practice for Safe Climbing and BT Masts and Towers.

BT Rigging supervision will be required whenever any customer wishes to access a BT tower compound or climb a BT tower or mast.

Supervision and Access are charged based on Weekdays, with the earliest start time of 8am and the latest finish time of 5pm, subject to BT riggers assessment of acceptable daylight and/or weather conditions. Overtime rates are as per the table above.

By exception, BT will consider requests for Supervision at Weekends or on Bank Holidays (Excluding Christmas Day, Boxing Day and New Year's Day) and we will charge a 25% premium.

Requests for Service Tier D01 ('Within 4 hours') can only be considered if a fully completed application form is received before 10am Monday to Friday.

Some remote/hard to access sites may be exempt from D01 'Within 4 hours'. Please contact [ht.noc@cellnextelecom.co.uk](mailto:ht.noc@cellnextelecom.co.uk) for more information.

**Full fees will be charged for supervision booked but cancelled with less than two working days' notice.**

**Once supervision has been confirmed by BT, any amendment to the Supervised Access request or Permit to Climb will incur a £250 fee. A change of date may also result in a further additional charge.**

**\*\*Note - It is important to acknowledge that the customer may be required to pay for more than one supervisor, contingent upon H&S considerations, the scope of work, and the areas of operation. BT will advise you upon review of the request if this will be required.**

### Explanation of additional charges:

#### Travel charges

All exceptional (flights, ferry, helicopter and all-terrain vehicle hire etc) travel costs will be charged by BT at cost plus 15 per cent.

**\*\*Note - If the ATV is supplied by the customer then the appropriate insurance documents must be provided. The acceptance of the ATV will be dependent on the outcome of a risk assessment performed on the day by the BT supervisor.**

**If the risk assessment fails then the customer is liable for any abortive costs.**

BT cannot guarantee to provide Access or Supervision on demand regardless of requested Service Tier.