



Escorted Access Request: Licenced Operators to BT Premises

WARNING: Always download the latest version of this Application Form prior to submission
(available under **BT Mobile Infrastructure Delivery ~ Enterprise**) (**This form is valid from 1st November 2020**)

This form must be taken to site as evidence of site access permission
(BT will not accept liability for any losses arising from its non-attendance subject to operational considerations)

This form cannot be used for access to BT Radio Structures and does not permit Mast Climbing

Contact Details: Email: olo.requests@bt.com Tel: 0800 389 5281

Section A: To be completed by L Operator / Contractor and emailed / faxed to the Telereal Customer Service Centre	
Licenced Operator Name (LO)	
Contractor Name	
Date Requested	
PO Number (PDF copy required)	
Billing Entity (Who pays the fees) *Purchase Orders can only be raised by companies that have an account set up with BT	
Cell /Site Ref / ID	
Letter of Authority in Place	Y / N
Requester Name, Tel and E-mail	
BT Building Name and Site ID	
BT Building Address and Postcode	
Access Permit Number *Permit Number ONLY Required for Reach	NB: Non-tower site, escort only – no permit to climb
Appointment Date and Time (24hr clock)	
Duration of Visit and Escort	

Type of Visit - Please supply details, failure to do so may result in the request being rejected.

Request Type	Y/ N	Give Full Details and Reason	Fees
Operational Emergency ~ Option 1 (Option 1: See Note below)			£250
Operational Emergency ~ Option 2 (Option 2: See Note below)			£500
BT Roof Access			£250
BT Building Facia Access			£250
General Maintenance			£250
Evidence of Roof Work (Competence provided)			
Operatives Names			
Operative Contact Number (Mobile)			
Alternative Emergency Number (Mandatory)			

Note: Emergency Operational Fees Per Attendance:

Option 1: Escort during normal working hours (8.00am to 5.00pm) for a period of up to 4 hours.

Option 2: Escort during out of hours Monday to Friday (5.30pm onwards), night time, weekend and Bank Holidays for a period of up to 4 hours.

British Telecommunications PLC will only give roof access to persons that have received flat roof training. A training certificate or a letter from the LO stating that their operative has received training and is competent to undertake work of this nature, in line with the HSE documents HS(G)150, Health & Safety in Construction is required to be forwarded to this office. Deployment / Installing works will only be accepted by the OLO Escorted Access Team if the application form is accompanied with a BT Site Share Reference Number, indicating that the works was managed by the BT Site Share Team and RAMS have been reviewed by them.

Section B: To be completed by CSC and emailed / faxed to originator when complete

CSC Job Reference Number:

Date and Time: 00:00

Appointment Confirmed By: <Enter Agent Name>

Arrangements have been made regarding the above access request; a member of our FM field team will meet you on site at the following meeting point: <Meeting Point>