

## 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.**

BT will make its reasonable endeavours to attend booked appointments subject to operational considerations but cannot accept liability for any losses arising from its non-attendance.

**Telephone number for booking enquiries: 0808 100 8500 Opt 2/2 (Monday to Friday 08.00–16.00)**

## 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\*:

**Valid climbing certificates are mandatory.**

Name of person/s visiting site:

Is the person climbing?

**A copy of the Purchase Order must be attached with each application (see end of form for BT Radio Site Supervised Access Charges table). 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](#).**

Structure\*:

Cost (ex VAT)\*:

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

Name\*:

Company\*:

Telephone\*:

Address\*:

**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\*.

**Submit**

## Part B To be completed by BT Zone Rigging Representative.

Please tick relevant box:

☐ Supervision will be provided on the day and time requested above.

☐ Supervision cannot be provided on the requested date but  or  are offered as alternatives.

Submit

## 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 BT Zone and Applicant.

## BT Radio Site supervised access charges

Service Tier	Notification required from Customer/Agent	Type of Access	Cost
Tier 1	0-1 days full working days' notice from receipt of fully completed application form.	Structure	£4,503.29
		Ground or Equipment	£2,573.01
Tier 2	2-5 days full working days' notice from receipt of fully completed application form.	Structure	£3,215.75
		Ground or Equipment	£1,930.28
Tier 3	6-15 days full working days' notice from receipt of fully completed application form.	Structure	£2,573.01
		Ground or Equipment	£1,287.54
Tier 4	16-29 days full working days' notice from receipt of fully completed application form.	Structure	£1,287.54
		Ground or Equipment	£964.62
Tier 5	30 or more full working days' notice from receipt of fully completed form.	Structure	£642.74
		Ground or Equipment	£450.23

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. **Access to the antenna galleries at BT Telecom Tower (London) or BT Tower (Birmingham) are classified and charged as 'Structure' access.** BT will use its reasonable endeavours to provide Supervision in response to a properly submitted application form for a supervised visit to a BT Radio Station. A charge will be raised for the supervised visit.

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

**\*\*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.**

The information in this publication was correct at time of going to print. We may make minor alterations to the specifications of products which do not affect their performance, and may vary prices and delivery charges.

The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms part of any contract.

**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.**

Each access request is for an 8 hour day, minimum charge 1 day, Overtime charged at £75.00 per hour.

The fee covers up to 8 hours per day. Please note that includes up to 90 minutes each way travel time for BT personnel. If the travel time exceeds this then the customer will be notified. Earliest possible start time on site is 9am and the latest finish time is 5pm, subject to BT riggers assessment of acceptable daylight and/or weather conditions.

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 on Tier 1 to 5 rates.

### 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%.