

Document title	BT High Towers Site Access Request Process Guide		
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BT High Towers
Site Access Request Process &
Site Share

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BT High Towers Agora SAR process

Key points to be aware off on BT High Towers (BTHT) Site Access Requests (SAR)

All requests to access BTHT sites need to be submitted on Agora with the exception of EE unilateral sites and dependant on the work being done you may need to complete a site share application form prior to booking access on Agora.

Times: Set rules (Times confirmed in the Novated and Non novated form)

Date: Notice Periods are located in the Tier cost tables on the novated and non novated forms.

Technicians: All technicians need to mirror the SAR + Forms.

SAR Description: Detailed description of the work to be completed. What works? Where on Site? What equipment?

Forms: All SARDS require two forms to be attached: Non Novated or Novated **and** V23. All updated forms are available in Agora underneath Document Name.

Forms

Novated

<p>BT Radio Tower and Mast*:</p> <input type="text"/>	<p>Details of person(s) requesting supervised access:</p> <p>Name*:</p> <input type="text"/>
<p>Address*:</p> <input type="text"/>	<p>Company*:</p> <input type="text"/>
<p>Customer site reference*:</p> <input type="text"/>	<p>Email*:</p> <input type="text"/>
<p>Licence holder sharing at the BT Radio Site*: (This is the licensed operator the applicant is working on behalf of)</p> <input type="text"/>	<p>Telephone* Date of application*:</p> <input type="text"/> <input type="text"/>
<p>A copy of the Authorisation Code must be attached with each application, or include the Site Share application reference.</p> <p>Purchase Order no: Site Share application no:</p> <input type="text"/> <input type="text"/>	<p>Valid climbing certificates are mandatory.</p> <p>Name of person/s visiting site*:</p> <input type="text"/>
<p>Service tier required (see page 2)*:</p> <input type="text"/>	<p>Is the person climbing*?</p> <input type="text"/>
<p>The Working Day Calculator can be viewed here.</p> <p>Resource requirement*:</p> <input type="text"/>	<p>Purchase Order No: Site Share Application No:</p> <input type="text"/> <input type="text"/>
<p>Structure*:</p> <input type="text"/>	<p>Service Tier required (see page 2)*:</p> <input type="text"/>
<p>Cost (ex VAT)*: Amendment? Additional Travel Charges</p> <input type="text"/> <input type="checkbox"/> £250 <input type="checkbox"/>	<p>The Working Day Calculator can be viewed here.</p> <p>Structure*:</p> <input type="text"/>
<p>Contact for payment of invoice for access fee:</p> <p>Name*:</p> <input type="text"/>	<p>Requested date, time and duration of visit:</p> <p>Date*:</p> <input type="text"/>
<p>Company*:</p> <input type="text"/>	<p>Start time*:</p> <input type="text"/>
<p>Telephone*:</p> <input type="text"/>	<p>Finish time*:</p> <input type="text"/>
<p>Address*:</p> <input type="text"/>	<p>Reason for site attendance*:</p> <p>Other (please state):</p> <input type="text"/>



Novated Form

Non Novated

<p>BT Radio Tower and Mast*:</p> <input type="text"/>	<p>Details of person(s) requesting supervised access:</p> <p>Name*:</p> <input type="text"/>
<p>Address*:</p> <input type="text"/>	<p>Company*:</p> <input type="text"/>
<p>Customer Site Reference*:</p> <input type="text"/>	<p>Email*:</p> <input type="text"/>
<p>Licence Holder sharing at the BT Radio Site*: (This is the Licensed Operator the applicant is working on behalf of)</p> <input type="text"/>	<p>Telephone* Date of application*:</p> <input type="text"/> <input type="text"/>
<p>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.</p> <p>Purchase Order No: Site Share Application No:</p> <input type="text"/> <input type="text"/>	<p>Valid climbing certificates are mandatory.</p> <p>Name of person/s visiting site:</p> <input type="text"/>
<p>Service Tier required (see page 2)*:</p> <input type="text"/>	<p>Is the person climbing?</p> <input type="text"/>
<p>The Working Day Calculator can be viewed here.</p> <p>Structure*:</p> <input type="text"/>	<p>Structure*:</p> <input type="text"/>
<p>Cost (ex VAT)*:</p> <input type="text"/>	<p>Requested date, time and duration of visit:</p> <p>Date*:</p> <input type="text"/>
<p>Contact for payment of invoice for access fee:</p> <p>Name*:</p> <input type="text"/>	<p>Start time*:</p> <input type="text"/>
<p>Company*:</p> <input type="text"/>	<p>Finish time*:</p> <input type="text"/>
<p>Telephone*:</p> <input type="text"/>	<p>Reason for site attendance:</p> <p>Other (please state):</p> <input type="text"/>
<p>Address*:</p> <input type="text"/>	



Non Novated Form

Access Form

British Telecommunications PLC Form A1485 – V23 19/09/2024
BT HIGHTOWER ACCESS PERMIT
 This document is to be used for applying for Access to BT Masts, Towers & Structures.
 When completed, this form must be taken to site as evidence of written authorisation.



Complete all fields indicated below and ensure you sign the Declaration.

Type of access required: Choose an item.
 Date of application: Enter a date.

Official use only
 Permit Auth?
 BT Ref No: .

Name of Applicant and Company:		Company Address / BT OUC:	
Name and Company		Company Address/BT OUC	
Telephone No.			
START	DATE: Click to enter a date.	FINISH	DATE: Click to enter a date.
	Time: Click to enter text.		Time: Click to enter text.
BT Tower/Mast or site at:	Click to enter text.	Working Height (if climbing):	Click to enter text.
Names of attending personnel:			
Team lead	Team Lead/lead Engineer	Contact number	Contact No.
Names of additional personnel (and contact no. if available)			
Description of work:			
Click to enter text.			
*Note: Clear and concise description required, include name of MNO/licensee if applicable. Insufficient information will result in the Permit being declined.			

Declaration:

I confirm that - All personnel and the tasks they carry out, will comply with the **latest version of BT's Code of Practice TPU 1874**. [\(Ctrl and click to view\)](#).

A Risk assessment will be carried out prior to accessing the site and IF CLIMBING a Rescue Plan will be in place BEFORE ascending the structure, with suitable rescue kit on site.

Evidence is available for all mandatory training required to carry out the tasks, should it be required.

I also confirm that all climbers have a current MATS Climber and Rescue certification, an in-date Medical, First Aid certificate, up to date RF awareness training and all PPE and equipment is within inspection test dates.

On receipt of an Authorised permit I will notify the attending personnel of any comments/conditions outlined by the RCLO

Signature:	Click to enter signature.	Print Name:	Click to enter text.	Date:	Click to enter date.
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V23 ACCESS FORM

Novated Part B

If you are doing a like for like swap.
Dish/Antenna details must be recorded on
this page.

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: Antenna		Replaced structural mounted electronics – provide full details for: Manufacturer, type, size, (LxHxW), mounting height, max length of tails:
BT Reference for existing equipment (If Applicable): T247	Height min/max (m): 20-25	MHA - Commscope E15509P75- 225x227x56mm RRU - Huawei 5507 300x400x170mm BOB - Commscope 300x280x100mm
Manufacturer: ANDREW	Bearing Deg EoN: 230	
Type: DISH	Feeder type: EPW150	Additional Information:
Size (m): 1.2		

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

Existing Item Type: Other (Please Specify)		Replaced structural mounted electronics – provide full details for: Manufacturer, type, size, (LxHxW), mounting height, max length of tails:
BT Reference for existing equipment (If Applicable):	Height min/max (m):	
Manufacturer:	Bearing Deg EoN:	
Type:	Feeder type:	Additional Information:
Size (m):		

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

Replacement Item Type: Other (Please specify)		Replaced structural mounted electronics – provide full details for: Manufacturer, type, size, (LxHxW), mounting height, max length of tails:
BT Reference for existing equipment (If Applicable):	Height min/max (m):	
Manufacturer:	Bearing Deg EoN:	
Type:	Feeder type:	Additional Information:
Size (m):		

Compound access

Location for compound SARS:

The location needs to be added in the job description.

- Sharers Compound With Keys
- Shares Compound Without keys (supervised)
- BT Compound (supervised)
- Please note that there are some exceptions where access might be supervised regardless due to the nature of the site.

Sharers Compound: with Keys

- Where on site? *Sharers Compound*
- Do you have the Keys? *Yes*
- Site access check the site has a sharers compound.

We do not provide these keys they will be obtained from the licence holder.

- Forms x2 Novated OR Non Novated AND Access Form? *Yes and all correct*
- SAR Information Correct? *Yes*
- Non Impacting / No major works

You will receive the below from the SAT. Please take this as approval as well as the approved SAR.

I can confirm that your access is booked for that date and time.

Please be advised that it is the contractor's responsibility to obtain the keys to gain entry to the site*.



**This is what a sharers key looks like. Alternatively, you can contact the licence holder to find out where the key is held. If you cannot obtain a key then the access will need to be supervised.*

If it is ground works, such as a ground survey, replacing or renewing equipment that requires no supervision, there will be no requirement for a PO. (A PO is only required if the engineers are adding new equipment rather than swapping a like-for-like replacement.)

Sharers Compound: Without Keys

- Where on site? *Sharers Compound*
- Do you have the Keys? **No**
- Forms x2 Novated OR Non Novated AND Access form? *Yes all correct*
- SAR Information Correct? *Yes*
- **No Keys requires the SAR to be supervised.**

Extra Requirements:

- PO & PO DOC (all addressed to the below)

Cellnex Connectivity Solutions Ltd

R+ 4th floor

2 Blagrove Street

Reading

RG1 1AZ

Forms:

- Add PO to form (Mirrors SAR & PO Doc)
- Tier cost (novated and Non novated have calendars to help determine the cost)

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)*:

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)*:

BT Compound

- Where on site? **BT Compound**
- Do you have the Keys? *N/A*
- Forms x2 Novated OR Non Novated AND Access Form? *Yes all correct*
- SAR Information Correct? *Yes*
- **All access to the BT Compound is to be supervised.**

Extra Requirements:

- PO & PO DOC (all addressed to the below)

Cellnex Connectivity Solutions Ltd
R+ 4th floor
2 Blagrove Street
Reading
RG1 1AZ

Forms:

- Add PO to form (Mirrors SAR & PO Doc)
- Tier cost (novated and Non novated have calendars)

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)*:

Purchase Order No: Site Share Application No:

Service Tier required (see page 2)*:

Tier 1

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

Structure*:

Structure

Cost (ex VAT)*:

Heights: Novated & Non Novated

All climbing SARS are supervised.

One BT Rigger can supervise up to four technicians

SAR Requirements

- Forms X2 Novated OR Non Novated AND Access Form
- PO & PO Doc (unless a site share then add SS / P Reference)
- Max Climb Height (SAR and Access Form)
- **CLEAR / DETAILED** SAR Description

Technician Requirements

- First Aid
- RF Awareness
- Medical Form with expiry date or Birth date
- EUSR Number

Forms:

- Technicians listed
- Name of the site matches Agora
- Tier Cost
- Max climb height

PO:

**Cellnex Connectivity Solutions Ltd
R+ 4th floor
2 Blagrove Street
Reading
RG1 1AZ**

Purchase Order no:	Site Share application no:
<input type="text"/>	<input type="text"/>
Service tier required (see page 2)*:	
<input type="text"/>	
The Working Day Calculator can be viewed here.	
Resource requirement*:	
<input type="text"/>	
Structure*:	
<input type="text"/>	
Cost (ex VAT)*:	
<input type="text"/>	

Purchase Order No:	Site Share Application No:
<input type="text"/>	<input type="text"/>
Service Tier required (see page 2)*:	
<input type="text" value="Tier 1"/>	
The Working Day Calculator can be viewed here.	
Structure*:	
<input type="text" value="Structure"/>	
Cost (ex VAT)*:	
<input type="text"/>	

Classification of works: Novated

Cellnex Classification of Works – BT Hightowers – **Novated** Customers

Supervised Access	New Supervised Access	Site Share
Minor Maintenance Works (that can be carried out by the Customer under BT Supervision)	Works to be carried out by BT (that require BT Riggers booked per Access / day)	Major Planned Works (that are required to follow the BT Installation Process)
Diagnostics	L4L Hot Cutover (100% Identical)	Additional Feeder / Feeder Replacement
Planned Maintenance Inspections/Audits	L4L Feeder Replacement	Aerial Recovery
Pan & Tilts (All Aerial Types)	L4L RRU Replacement	Non L4L antenna provision
GPS Aerial Replacement (Small - ie requiring no lifting gear)	Radome Cover Replacement	Non L4L Hot Cut-Over
Faulty ODU Replacement (Single item only)	L4L Antenna Replacement (100% Identical)	Hot Standby / Additional ODU provision
Faulty TMA Replacement (Single item only)	Multiple faulty TMA replacement	New ODUs, TMAs, MHAs, RETs, Diplexors
Diplexor Replacement (Single item only)	Multiple faulty ODU replacement	Provision of Mounts, Waveguide Ladder, Gantry, Feeder Support
Earthing Replacement (Customer equipment, not structure)	Multiple Diplexor replacement	Mount Change
Feeder tails Replacement	Large quantity of Studs, Nuts, Bolts, U-Bolts Provision or Replacement	New antenna provision
Connectors Replacement		Feeder Recovery or Provision
Closure & Weatherproofing Connection Joints		
Labels Provision or Replacement		
Small quantity of Feeder Clamps Replacement		
Small quantity of Studs, Nuts, Bolts, U-Bolts Provision or Replacement		
Testing Feeders, Aerials, ODUs, TMAs, Diplexors		
<i>The list is not exhaustive due to the bespoke nature of works</i>		<i>The list is not exhaustive due to the bespoke nature of works</i>

Classification of works: Non Novated

Cellnex Classification of Works – BT Hightowers – **Non-Novated** Customers

Supervised Access	Site Share	
Minor Maintenance Works (that can be carried out by the Customer under BT Supervision)	Major Planned Works (that are required to follow the BT Installation Process)	
Diagnostics	L4L Hot Cutover (100% Identical)	Additional Feeder / Feeder Replacement
Planned Maintenance Inspections/Audits	L4L Feeder Replacement	Aerial Recovery
Pan & Tilts (All Aerial Types)	L4L RRU Replacement	Non L4L antenna provision
GPS Aerial Replacement (Small - ie requiring no lifting gear)	Radome Cover Replacement	Non L4L Hot Cut-Over
Faulty ODU Replacement (Single item only)	L4L Antenna Replacement (100% Identical)	Hot Standby / Additional ODU provision
Faulty TMA Replacement (Single item only)	Multiple faulty TMA replacement	New ODUs, TMAs, MHAs, RETs, Diplexors
Diplexor Replacement (Single item only)	Multiple faulty ODU replacement	Provision of Mounts, Waveguide Ladder, Gantry, Feeder Support
Earthing Replacement (Customer equipment, not structure)	Multiple Diplexor replacement	Mount Change
Feeder tails Replacement	Large quantity of Studs, Nuts, Bolts, U-Bolts Provision or Replacement	New antenna provision
Connectors Replacement		Feeder Recovery or Provision
Closure & Weatherproofing Connection Joints		
Labels Provision or Replacement		
Small quantity of Feeder Clamps Replacement		
Small quantity of Studs, Nuts, Bolts, U-Bolts Provision or Replacement		
Testing Feeders, Aerials, ODUs, TMAs, Diplexors		
The list is not exhaustive due to the bespoke nature of works	The list is not exhaustive due to the bespoke nature of works	

Site Share

**Site Share is for major impacting works on the BTHT sites.
These must be sent through to the Site Share team directly.
All Site Share is supervised.**

Application via Jira using Site Share application form

- [UK Service Desk - Jira Service Management \(atlassian.net\)](#)

Site Share Project Request / Regional Site Share Request / Licensing Billing
Site Share Project Requests, Licence Check/Query, Licensing Billing

Please use the classification of works table to confirm whether your works are valid for a site share job.

Site Share Ref

- Site share ref? *Yes given after site share approval*

Forms: (All required)

- Technicians listed
- Tier Cost (Pre arranged with SS)
- SS/P Ref added to Novated / Non Novated form
- Max climb height

Amendments & Additional costs before and after approval

Status: In progress

Times – Non Novated customers are charged £75 an hour if they require access out of the 9-5 time rule.

Times – Novated – Depending on what tier you are in, and the time of the amendment will determine what cost Per hour.

Hard to reach sites – Non Novated /Novated. If the supervisor needs to get a helicopter, Ferry or flight including riggers having to stay over then additional fees will be applied. This can be found on the second page of the form.

If **more than 1 supervisor** is required i.e more than 4 technicians or type of works and extra charge will be applied.

Status: Approved

Times – Non Novated customers are charged £75 an hour if they require access out of the 9-5 rule

Any amendments - Non Novated & Novated any amendments once approved and supervisor is arranged then it will incur a £250 fee. Plus any incurring costs if you are adding additional hours

If **more than 1 supervisor** is required i.e more than 4 technicians or type of works and extra charge will be applied.