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BT High Towers Site Access Request & Site Share Process

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01

BT High Towers Agora SAR Process

1.1 BT High Towers Agora SAR process

Key Points for BT High Towers (BTHT) Site Access Requests (SAR)

- **Submission Process:**

All SARs for BTHT sites must be submitted via **Agora**, except for **unilateral sites**. Depending on the nature of the work, a **Site Share Application Form** may need to be completed **before** booking access on Agora.

- **Access Times:**

Access times are governed by set rules, as outlined in the **Novated** and **Non-Novated** forms.

- **Notice Periods:**

Required notice periods are detailed in the **Tier Cost Tables** within both the Novated and Non-Novated forms.

- **Technician Requirements:**

All technicians listed on the SAR must **match** those named in the attached forms.

- **SAR Description:**

Provide a **clear and detailed description** of the work, including:

- What work is being carried out
- Specific location on site
- Equipment being used

- **Required Forms:**

Every SAR must include **two forms**:

- Either the **Novated** or **Non-Novated** form
- The **Access Form** Updated versions of these forms are available in **Agora** under **Site Documents** (search by Document Name).

02

Forms



Access Form

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 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)*: Tier 1 The Working Day Calculator can be viewed here. Structure*: Structure Cost (ex VAT)*:	Valid climbing certificates are mandatory. Name of person/s visiting site: Is the person climbing? <table border="1"> <tbody> <tr> <td> </td> <td>No </td> </tr> <tr> <td> </td> <td>No </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		No		No												
	No																
	No																
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: Other (please state):																

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: L
 BT Ref No: _____

Name of Applicant and Company:		Company Address / BT OUC:	
Name and Company Telephone No.		Company Address/BT OUC	
START	DATE: Click to enter a date. Time: Click to enter text.	FINISH	DATE: Click to enter a date. 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.			
<i>*Note: Clear and concise description required, include name of MNO/licensee if applicable. Insufficient information will result in the Permit being declined.</i>			

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 RLO

Signature:	Click to enter signature.	Print Name:	Click to enter text.	Date:	Click to enter date.
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All updated forms will be under **Site Documents** on Agora

2.2 Novated Form Part B

For any like-for-like swap, the dish or antenna details must be accurately 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		
BT Reference for existing equipment (If Applicable):	Height min/max (m):	20-25	
Manufacturer:	Bearing Deg EoN:	230	
Type:	Feeder type:	EPW150	
Size (m):	1.2		

Replaced structural mounted electronics – provide full details for: Manufacturer, type, size, (LxHxW), mounting height, max length of tails:

MHA - Commscope E15509P75 - 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:

Other (Please Specify)

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:

Other (Please specify)

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:

03

Compound Locations



3.1 Compound Access

Location Requirements for Compound Site Access Requests (SARs)

- The **compound location** must be clearly stated in the **job description** of the SAR.
- Detail the appropriate compound type from the following options:
 - **Sharers Compound With Keys**
 - **Sharers Compound Without Keys (Supervised Access)**
 - **BT Compound (Supervised Access)**

Note: In some cases, access may be supervised regardless of compound type due to specific site conditions or operational requirements.

3.2 Sharers Compound: With Keys

SAR Checklist:

- **Location on Site:** Confirm the site location
- **Keys:** If you **have keys**, ensure they were obtained from the **licence holder**.

Note: BT does not provide these keys directly.

- **Forms Required:**

Attach both of the following to the SAR:

- **Novated or Non-Novated Form**
- **Access Form** *Ensure both forms are current and correctly completed.*

- **SAR Information:**

- All details are accurate
- No major works or site-impacting activities

- **Approval Process:** Once reviewed, you will receive a confirmation message from the **Site Access Team along with 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.)

3.3 Sharers Compound: Without Keys

SAR Checklist:

Location on Site: Confirm the site location

- **Keys:** If **keys are not available**, the SAR must be marked as **supervised access required**.
- **Forms Required:** Attach both of the following to the SAR:
 - **Novated or Non-Novated Form**
 - **Access Form** *Ensure both forms are correctly completed and up to date.*
- **SAR Information:**
 - All details are accurate
 - No major works or site-impacting activities
- **Purchase Order (PO) Requirements:** Include both the **PO** and **PO Document**, addressed to:
Cellnex Connectivity Solutions Ltd
R+ 4th Floor
2 Blagrove Street
Reading
RG1 1AZ
- **Form Alignment:**
 - The **PO details must be added to the form** and must mirror both the SAR and PO Document.
 - Use the **Tier Cost Calendars** in the Novated and Non-Novated forms to determine applicable costs.

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)*:

3.4 BT Compound

SAR Checklist:

Location on Site: Confirm the site location

- **Keys: Not applicable** – all access to BT Compounds is **supervised only**.

- **Forms Required:** Attach both of the following to the SAR:

- **Novated or Non-Novated Form**

- **Access Form** *Ensure both forms are correctly completed and up to date.*

- **SAR Information:**

- All details are accurate

- No major works or site-impacting activities

- **Purchase Order (PO) Requirements:** Include both the **PO** and **PO Document**, addressed to:

Cellnex Connectivity Solutions Ltd

R+ 4th Floor

2 Blagrove Street

Reading

RG1 1AZ

- **Form Alignment:**

- The **PO details must be added to the form** and must mirror both the SAR and PO Document.

- Use the **Tier Cost Calendars** in the Novated and Non-Novated forms to determine applicable costs.

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)*:

04

Novated & Non Novated



4.1 Heights: Novated & Non Novated

Climbing Site Access Requests (SAR) – Supervised

- **Supervision Requirement:** All climbing SARs must be **supervised**. One **BT Rigger** can supervise **up to four technicians** per climb.
- **Forms:** Attach both of the following:
 - **Novated or Non-Novated Form**
 - **Access Form** *Ensure both forms are correctly completed and up to date.*
- **Purchase Order (PO):**
 - Include both the **PO** and **PO Document**
 - If the request is for a **site share**, include the **SS/P Reference** instead
 - If the request is a project, please add project reference / Project Manager details
- **Scope of Works:**
 - Clearly state the **maximum climb height** in both the SAR and Access Form
 - Provide a **clear and detailed SAR description**, including:
 - Scope of work
 - Location on site
 - Equipment involved

Technician Requirements

- **First Aid Certification**
- **RF Awareness Training**
- **Medical Form** with either:
 - Expiry date, or
 - Technician's birth date (*Refer to MATS Guidance for standards*)
- **EUSR Number**
- **Rooftop Certification** (if applicable to the request)
- All **technicians are listed** on the forms
- **Site name matches** the entry in **Agora**
- **Tier cost** is correctly applied

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Classification of Works



5.1 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		
The list is not exhaustive due to the bespoke nature of works		The list is not exhaustive due to the bespoke nature of works

5.2 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	

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Site Share



6.1 Site Share

Site Share Checklist:

Purpose: Site Share is required for **major impacting works** on BTHT sites. All Site Share access is **supervised**.

•Submission Process:

- Use the **Classification of Works Table** to confirm if your activity qualifies as a Site Share job.
- Access Jira through: **UK Service Desk – Jira Service Management**
- Submit your application via **Jira** using the **Site Share Application Form**

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

•Site Share Reference (SS/P Ref):

- A **Site Share Reference** will be issued **after approval**
- You may only apply for access in **Agora** once this reference is received

•Notice Period:

- Site Share requests must be submitted in **Agora** with a **minimum of 7 working days' notice**

•Forms (All Mandatory):

- **Novated or Non-Novated Form**
- **Access Form**

•Form Requirements:

- **Technicians listed**
- **Tier Cost** (pre-arranged with the Site Share team)
- **SS/P Reference** added to the Novated or Non-Novated form
- **Maximum Climb Height** clearly stated

07

Amendments / Additional Information



7.1 Amendments / Additional Information

Refer to the table below to determine when additional costs may apply, based on the various SAR statuses.

Status	Customer	Criteria	Requirements
In progress	Non Novated	SAR Time	Customers are charged £75 an hour if they require access out of the 9-5 time rule
In progress	Novated	SAR Time	Depending on what tier you are in, and the time of the amendment will determine what cost Per hour
In progress	Non Novated & Novated	Hard to Reach Sites	Supervisor's that need to use a helicopter, Ferry or flight including riggers having to stay over then additional fees will be applied.
In progress	Non Novated & Novated	Amendments Forms	Any amendments will require you to update the forms with said amendments and re-added to the Site Access Request (SAR)
In progress	Non Novated & Novated	Supervisor(s)	If more than 1 supervisor is required i.e more than 4 technicians or type of works and extra charge will be applied.
Approved	Non Novated	SAR Time	Customers are charged £75 an hour if they require access out of the 9-5 rule
Approved	Non Novated & Novated	Amendments Fee	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.
Approved	Non Novated & Novated	Amendments Forms	Any amendments once approved will require you to update the forms with said amendments and re-added to the Site Access Request (SAR)
Approved	Non Novated & Novated	Supervisor(s)	If more than 1 supervisor is required i.e more than 4 technicians or type of works and extra charge will be applied.