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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: Choose from 'Aerial/Ground Location' drop down which includes the following options:
 - BT Compound
 - Sharers Compound with keys
 - Sharers Compound without keys
- Equipment being used

Every SAR must include **two forms**:

- Sharers Compound with Keys will not require any forms to be attached
- 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).

Working In conjunction SARRS: All SARRS WIC will be need to be submitted within 2 full working days of the first SAR. Please see section 7.2 for more information.



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Forms

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): T247	Height min/max (m): 20-25	Manufacturer: ANDREW	Bearing Deg EoN: 230	Feeder type: EPW150	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:
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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:	Feeder type:	Replaced structural mounted electronics – provide full details for: Manufacturer, type, size, (LxHxW), mounting height, max length of tails:	Additional Information:
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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:	Feeder type:	Replaced structural mounted electronics – provide full details for: Manufacturer, type, size, (LxHxW), mounting height, max length of tails:	Additional Information:
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03

Compound Locations

3.1 Compound Access

Location Requirements for Compound Site Access Requests (SARs)

The **compound location** must be selected within the drop down 'Aerial/Ground Location' field which includes the following options:

- BT Compound (Supervised)
- Sharers Compound with keys
- Sharers Compound without keys (Supervised)

Note: In some cases, access may be supervised regardless of compound type due to specific site conditions or operational requirements. The SAF will provide in depth details regarding the site's information.

3.2 Sharers Compound: With Keys

SAR Checklist:

- **Aerial/Ground Location (Location on Site):** Select 'Sharers Compound with keys'
- **Keys:** Ensure they were obtained from the **licence holder**.
Note: BT does not provide these keys directly.
- **Forms Required:** Sharers Compound with Keys will not require any forms to be attached
- **SAR Information:**
 - All job 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:

- **Aerial/Ground Location (Location on Site):** Select 'Sharers Compound without keys'
- **Keys:** If keys are not available, the SAR must be marked as **supervised**
- **Forms Required:** Attach both of the following to the SAR:
 - **Novated or Non-Novated Form**
 - **Access Form** *Ensure both forms are the current version and correctly completed.*
 - **Novated customers:** Please provide **two alternative dates** for access as well as a **primary** option which will match what you have on the Agora Site Access Request. Within the same section BT will fill in the fields 'BT Resource Confirmed' & 'Amount to be charged'
- **SAR Information:**
 - All job 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.
- **Working In conjunction SARS:** All SARS WIC will be need to be submitted within 2 full working days of the first SAR. Please see section 7.2 for more information.

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*:

Location of Work*:

Cost (ex VAT)*: Amendment? £250 Additional Travel Charges

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:

- **Aerial/Ground Location (Location on Site):** Select 'BT Compound'
- **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 the current version and correctly completed.*
 - **Novated customer:** Please provide **two alternative dates** for access as well as a **primary** option which will match what you have on the Agora Site Access Request. Within the same section BT will fill in the fields 'BT Resource Confirmed' & 'Amount to be charged'
- **SAR Information:**
 - All job 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.
- **Working In conjunction SARS:** All SARS WIC will be need to be submitted within 2 full working days of the first SAR. Please see section 7.2 for more information.

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*:

Location of Work*:

Cost (ex VAT)*: Amendment? £250 Additional Travel Charges

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)*:



04

Novated & Non Novated

4.1 Heights Tower: Novated & Non Novated

Climbing (Structure) Site Access Requests (SAR)

- **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.*
 - Novated Customer: Please provide **two alternative dates** for access as well as a **primary** option which will match what you have on the Agora Site Access Request. Within the same section BT will fill in the fields 'BT Resource Confirmed' & 'Amount to be charged'
- **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 (if you have an engineer who will be staying on the ground state the job they will be undertaking)
 - Equipment involved

Working In conjunction SARS: All SARS WIC will be need to be submitted within 2 full working days of the first SAR. Please see section 7.2 for more information

•Technician Requirements for Tower Climbs

- **First Aid Certification**
- **RF Awareness Training**
- **Tower Climb and Rescue** on the EUSR Portal – Please provide EUSR number
- **Medical Form** with either:
 - Expiry date, or
 - Technician's birth date (*Refer to MATS Guidance for standards*)
- **All technicians are listed** on the forms
- **Site name matches** the entry in **Agora**
- **Tier cost** is correctly applied

4.2 Heights Rooftop: Novated & Non Novated

Climbing (Rooftop) Site Access Requests (SAR)

- **Supervision Requirement:** All rooftop SARs must be **supervised**. One **BT Rigger** can supervise **up to four technicians** per rooftop climb.
- **Forms:** Attach both of the following:
 - **Novated or Non-Novated Form**
 - **Access Form** *Ensure both forms are correctly completed and up to date.*
 - Novated Customer: Please provide **two alternative dates** for access as well as a **primary** option which will match what you have on the Agora Site Access Request. Within the same section BT will fill in the fields 'BT Resource Confirmed' & 'Amount to be charged'
- **Purchase Order (PO):**
 - Include both the **PO** and **PO Document (Cost will be calculated from the Ground Tiers)**
 - 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 (if you have an engineer who will be staying on the ground state the job they will be undertaking)
 - Equipment involved

Working In conjunction SARS: All SARS WIC will be need to be submitted within 2 full working days of the first SAR. Please see section 7.2 for more information

• **Technician Requirements for Rooftop Access**

- **Rooftop Certification** on the EUSR Portal – Please provide EUSR number

- **RF Awareness Training**

- 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		
<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>

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		
<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>	



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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 15 working days' notice**
- Please note, if access requests that are not approved 5 days in advance of the on site start date they will be cancelled by BT High Tower.

•Forms (All Mandatory):

- **Novated or Non-Novated Form**
- **Access Form**
- **Novated Form - You do not need to provide two alternative dates**

•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.

7.2 Additional Information – Working In Conjunction SARS

Supervised Access Guidance

(Requests linked to Sitieshare Jobs) (2 or more contractors working on site for the same SS Job).

Single Supervision

1. Independent application is mandatory even if 2 contractors working on same project.
(Liability Insurance).
2. Single charges or single supervisor will apply with conditions: -
 - Both contractors apply same time / closer to each other, within 2 Full working days (8:00am – 17:00pm Monday to Friday)
 - Total number of engineers must not be more than 4 per supervisor on a combined application.
 - Depend on the scope of work, example both contractors should be visible to BT supervisor all the time while working onsite.
3. Cellnex will indicate who to charge for application.

Double Supervision

When to charge twice: -

1. If more than 4 engineers attending site on a single or combined application.
2. If 2nd application arrives after 2 Full working days (8:00am – 17:00pm Monday to Friday)
3. If scope of work determined by RCLO that single supervisor may not be able to supervise & require 2 supervisors.

**** Example - application arrives on a Monday between 08:00 & 17:00 the second application must be submitted by 17:00 on Wednesday to avoid 2nd charge. ****