

PCC's Process and Timescale Commitments

General Notes:

The high-level process detailed within steps 1 through 22 sets out the general order of events and process which NET and the Licensee working with a PCC follow in order to secure all the necessary secular and ecclesiastical approvals associated with the implementation of a cellular radio site within a church building.

NET adhere to, and follow the ecclesiastical faculty process to the letter, from the initial PCC Resolution and DAC submission and recommendation, through to Faculty submission and Diocesan Chancellor approval.

As part of this process NET will consult with all relevant parties such as the church architect, bell ringers and specialists, conservation officers, quinquennial inspectors, Historic England and other societies, and NET will pay their pre-determined reasonable costs.

Historic England and other society approvals	NET has worked with, and is fully conversant with Historic England requirements. NET will initiate communications with Historic England (and other societies as necessary) in the normal way once drawings have been approved by each party.
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Church Architect	NET takes full responsibility to liaise with the Church appointed Architect and obtain their approval.
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LPA Pre-Consultation & Planning	NET takes full responsibility to liaise with the local authority over the proposal, carry out all necessary pre-consultation with the local community and obtain planning permission as required.
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Listed Building Consent	Listed building consent will be obtained as part of the Ecclesiastical Exemption i.e. through Faculty approval.
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The site process starts upon the receipt of an enquiry about a specific church or location from a mobile operator, at this stage NET will contact the church or churches to establish if the PCC would be interested in progressing the proposal, NET will also provide each church with a bespoke desk-top feasibility report outlining what's involved and the equipment to be deployed. However, it is not until a church is formally Nominated by the mobile operator that the process begins in earnest, therefore because the mobile operator may have Nominated two options, with the intention of legally completing the site which completes the necessary milestones first, it is critical the church proposal progresses through to legal completion within the timescales set out within pages 2 & 3, therefore if the church has any issues which are likely to impact these timescales they are kindly asked to let NET know as soon as possible.

With the PCC's approval NET will perform and will be responsible for all aspects of the proposal, and NET will support the church in every degree, including advice, liaison with the local community, the preparation of all associated documentation, and the submissions for DAC recommendation and Faculty approval

Abbreviations Used:

NET	NET Coverage Solutions
MNO	Mobile Network Operator
DAC	Diocesan Advisory Committee
LPA	Local Planning Authority
PCC	Parochial Church Council

Step	Description	Required Timescale
1	Expression of interest in a church received by Licensee from an Operator or their agent.	N/A
2	Licensee instruct NET to prepare a Desk Top Feasibility Report for consideration by the PCC and the Operator. The Feasibility Report will include details of the rent and terms.	Within 2 days of step 1
3	Church confirm tentative interest to NET. Please note that this is merely a tentative interest, not a commitment.	Within 14 days of step 2
4	Operator formally nominates the church as their primary option.	No set timescale
5	Upon receipt from the Licensee of the formal Nomination, NET and the Operator's Radio Planner visit the church to carry out a full measured survey (Multi-Skilled Visit – MSV). Note: Before the MSV, NET will request a copy of the existing asbestos register is made available at the MSV. At the MSV NET will also issue the PCC Resolution 1 for signature at the next PCC meeting.	Within 14 days of Step 4
6	NET issue detailed drawings for approval by the Operator and PCC, including the Church Architect.	Within 14 days of Step 5
7	Church provide NET with requested information such as insurance policy number, name of the architect, details of the church legal advisers, statement of significance, the insured value of the church and contents, the age of the church and any stakeholders for consultation.	As soon as possible
8	PCC approve the drawings and return the PCC Resolution duly signed and dated.	Within 28 days of Step 6
9	In parallel to step 8, Church to seek valuation advice	As soon as possible
10	Upon drawing approval NET will issue legal drawings in the required format to the Licensee. The Licensee will then prepare and send the Head Licence in the agreed form to the PCC's lawyer, and to the MNOs lawyer, and will proceed to get these agreed and ready to exchange upon Faculty approval.	Within 10 days of Step 8
11	Stakeholder and church user group consultation plan agreed between the PCC and NET.	ASAP
12	NET implement the pre-consultation plan followed by a planning application if necessary.	Planning is submitted within 4 wks. of starting the pre-con
13	In parallel to step 12, NET submit the drawings, PCC Resolution and any other requested documentation to the DAC for their recommendation.	ASAP
14	Following DAC recommendation NET will issue the Petition for Faculty, Public Notices and a further copy of the Final PCC Resolution to the church.	As soon as received
15	Church to display Public Notices as soon as possible in and outside church	Within 7 days of Step 14
16	Church petitioners to sign Petition for Faculty.	ASAP
17	PCC to sign Final PCC Resolution.	ASAP
18	Signed Public Notice, Petition for Faculty and Final PCC Resolution returned to NET.	Within 28 days of Step 15
19	NET issue faculty documents to the Chancellor for consideration.	Within 2 days of Step 18

Step	Description	Required Timescale
20	Faculty approval granted, Licensee liaise with each relevant party over Legal Completion.	Within 12 weeks of Step 19
21	The installation date, programme of works and methods will be agreed with the PCC at the pre-start meeting post legal completion	Typically, within 4-wks of Step 21
Notes relating to the implementation of the site		
<p>The physical implementation of the site falls into 3-parts:</p> <p>Part-1 – the installation by NET of the ‘Infrastructure’ which is paid for by the Licensee as the property partner of the Church of England; the ‘infrastructure’ encompasses any part of the telecoms installation which is fixed to the church building, such as replacement ladders, cable tray, supporting steelwork, and GRP louvers etc.</p> <p>Part-2 – Upon the completion of Part-1 NET will install the MNO’s equipment cabinets, antennas & feeders, and other dedicated MNO equipment.</p> <p>Part-3 – upon the completion of Parts 1 & 2, under NET’s project management and if necessary supervision, the MNOs equipment suppliers will attend site to commission the equipment and integrate the site into the wider network.</p> <p>Typically, depending on the site-specific scope of works and equipment availability, the site implementation works, Parts 1 & 2, are carried out and completed over a 4 to 8-week period.</p> <p>General Notes:</p> <p>The Licensee are the Client and NET will be the Principal Contractor throughout and before any works are started a comprehensive site-specific H&S file will be prepared for approval by each relevant party.</p> <p>NET has built over 200 church radio sites and fully understands the absolute necessity to minimise the impact to the church during the implementation works. This means the timing and the full programme of works will be agreed with the church in advance of any works starting.</p> <p>Equally however NET appreciates that unforeseen events, such as a funeral, may necessitate works to stop and be rescheduled.</p>		
22	<p>Upon the completion of the site works and handover to the Licensee, the Licensee will be responsible for coordinating any site access maintenance requests made by the MNO.</p> <p>As part of this process the Licensee will diligently check the MNO contractors Risk & Method Statements to ensure they do not do anything which contravenes the site agreement or the Faculty conditions, including installing additional equipment.</p> <p>Typically, except in the case of an emergency, the church will be given at least 48 hours prior notice of a visit.</p>	