



Escorted Access Request: Licenced Operators to BT Premises

WARNING: Always download the latest version of this Application Form prior to submission
(available under **BT Mobile Infrastructure Delivery ~ Enterprise**) (This form is valid from 1st April 2024)

This form must be taken to site as evidence of site access permission
(BT will not accept liability for any losses arising from its non-attendance subject to operational considerations)

This form cannot be used for access to BT Radio Structures and does not permit Mast Climbing

Contact Details: Email: olo.requests@bt.com Tel: 0800 389 5281

Section A: To be completed by L Operator / Contractor and emailed / faxed to the Telereal Customer Service Centre	
Licenced Operator Name (LO)	
Contractor Name	
Date Requested	
PO Number (PDF copy required)	
Billing Entity (Who pays the fees) *Purchase Orders can only be raised by companies that have an account set up with BT	
Cell /Site Ref / ID	
Letter of Authority in Place	Y / N
Requester Name, Tel and E-mail	
BT Building Name and Site ID	
BT Building Address and Postcode	
Access Permit Number *Permit Number ONLY Required for Reach	NB: Non-tower site, escort only – no permit to climb
Appointment Date and Time (24hr clock)	
Duration of Visit and Escort	

Type of Visit - Please supply details, failure to do so may result in the request being rejected.

Request Type	Y/ N	Give Full Details and Reason	Fees (per 4-hour block)
Operational Emergency ~ Option 1 (Option 1: See Note below)			£295
Operational Emergency ~ Option 2 (Option 2: See Note below)			£589
BT Roof Access			£295
BT Building Facia Access			£295
General Maintenance			£295
Evidence of Roof Work (Competence provided)			
Operatives Names			
Operative Contact Number (Mobile)			
Alternative Emergency Number (Mandatory)			

Note: Emergency Operational Fees Per Attendance:

Option 1: Escort during normal working hours (8.00am to 5.00pm) for a period of up to 4 hours.

Option 2: Escort during out of hours Monday to Friday (5.30pm onwards), night time, weekend and Bank Holidays for a period of up to 4 hours.

British Telecommunications PLC will only give roof access to persons that have received flat roof training. A training certificate or a letter from the LO stating that their operative has received training and is competent to undertake work of this nature, in line with the HSE documents HS(G)150, Health & Safety in Construction is required to be forwarded to this office. Deployment / Installing works will only be accepted by the OLO Escorted Access Team if the application form is accompanied with a BT Site Share Reference Number, indicating that the works was managed by the BT Site Share Team and RAMS have been reviewed by them.

Section B: To be completed by CSC and emailed / faxed to originator when complete

CSC Job Reference Number:

Date and Time: 00:00

Appointment Confirmed By: <Enter Agent Name>

Arrangements have been made regarding the above access request; a member of our FM field team will meet you on site at the following meeting point: <Meeting Point>