



# Legacy Locate Site Application Form

This version is valid with effect from 30/05/2023

Please make sure you complete all the relevant sections on the application form.

Contact the Reach Front Office if you need any help via [reach.front.office@bt.com](mailto:reach.front.office@bt.com)

## 1. Site

Your site may go by a different name, so please include the national grid reference.

Full name of site			
Licensed customers name		Are you a current sharer on this site?	
Customer site name		Customer cell ref	
National grid reference	e.g. AB1234 5678	Postcode	

## 2. Applicant details

Please provide the name of the licensed customer. For licensing purposes, full customer names are required.

Licensee name:  Company number:	Correspondence address:  Telephone:  Email address:
Address of registered office:	Invoicing address:  VAT no.

## 3. Customer contact

This section is for the person managing the application.

Company name and address	
Contact name	
Company number	
Telephone number	
Mobile phone number	
Email address	

## 4. Contractor contact (if different from the details in Section 3 on page 1)

This section is for the contractor being employed. They will produce minutes and building bulletin as well as RAMS, crane berthing plans and any other documentation agreed at pre-start.

Contractor name and address	
Contact name	
Company number	
Telephone number	
Mobile phone number	
Email address	

## 5. Works category

Please suggest which category this work may fall into.

If you are not sure and will need a site visit to confirm requirements, please select MSV.

Works category	Associated works
Provide (new installation)	Feeder gland provide
Recover (remove some, not all, equipment)	Feeder gland recover
Replace – size down	Power requirement increase
Replace – like for like	Power requirement decrease
Replace – size up	Other (specify in section 6)
Full site decommission	Multi Services Visit (MSV) survey and design

## 6. Scope of work

Do you have any additional information to fully describe your requirements? Then add it here (refer to separate documents if required).

## 7. Power

If your work will impact your BTLLS (BT Landlord Power supply) and you require an additional overall power capacity, OR your decommission requires the removal of the LLS, please fill in the table below. An updated **Customer Requirements Form** and agreement for electricity supply will be required (Essential Supply is BT Generator backed up)

REC or BTLLS?		Essential or non essential	
MPAN no.		Serial no.	
Current contracted capacity	00000 (Watts)	Requested contracted capacity	00000 (Watts)

## 8. Equipment accomodation requirements

Please provide details in the table below and provide any associated drawing/floor plans when submitting this form.

Request	Cabin / cabinet	Height (mm)	Width (mm)	Depth (mm)	Quantity

## 9. Terms and Conditions of application

By submitting this application to BT, you are agreeing:

- to reimburse any reasonable costs BT incurs in processing it. That includes administration, legal costs, design, approval, materials, installation, supervision, and any costs BT incurs getting consent from third parties. You will need to reimburse BT all costs incurred whether or not your application goes ahead – even if you withdraw it;
- that BT may refuse your application without having to give a reason why; and
- that BT will not be liable for any loss or damage you incur if your deadline is not met.

A charge of **£1036.84** will be payable in advance by the applicant to allow BT to establish the estimated costs and feasibility of the work applied for.

Please send a pdf copy of the purchase order to [reach.front.office@bt.com](mailto:reach.front.office@bt.com). Make it payable to:

**BT Wholesale,  
Post Point 4,  
Crawley TEC,  
Fleming Way,  
Crawley,  
West Sussex RH10 9JY**

## 10. Declaration

This application must be signed to confirm you agree to our terms and conditions.

I confirm that the information I've given is correct. I agree to the conditions of the application set out above on behalf of:

Company:	<input type="text"/>		
Name:	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

The completed application form should be submitted to: [reach.front.office@bt.com](mailto:reach.front.office@bt.com).

**If you have any queries concerning the completion of this form please contact the Reach Front Office at [reach.front.office@bt.com](mailto:reach.front.office@bt.com).**