



Guidance Note GN-015

Landlord Packs Minimum Requirements



MATS Group Guidance Note

Landlord Packs – Minimum Requirements

1 Purpose

The purpose of this guidance is to set out the minimum elements that MATS expect to see in a Landlord pack following the installation of Telecommunications equipment on a 3rd party site. This information will help Landlords manage their sites in a safe manner and enable them to understand their responsibilities as a responsible Landlord as well as ensuring equipment owners understand their responsibilities.

2 Scope

This guidance will cover the minimum content for a Landlord Pack and information a landlord will need to provide should an outage be required. It also outlines the responsibilities of a Landlord and the equipment owner.

3 Landlord Pack Minimum Content

In order to ensure that the Landlord is provided with all the relevant information to help them manage the Telecommunications installation(s) on their sites, the following information must be included as part of the Landlord pack

- Site name
- Site address
- Site owner
- Site elevation drawing showing equipment location and clearly identifying any RF exclusion zones
- Site plan drawing showing equipment location and clearly identifying any RF exclusion zones
- Photographs of installation(s) including any shrouded equipment
- Equipment owner
- Equipment owner emergency contact name and number
- Equipment owner general contact name and number
- Equipment installation details
 - Antenna / dish details (make / model)
 - Antenna / dish bearing and height
 - Antenna / dish power or ERP or EIRP
 - Rack, cabin, cabinet details
- ICNIRP (International Commission on Non-ionising Radiation Protection) Certificate / compliance to CEMFAW (Control of Electromagnetic Fields At Work) Regulations 2016 (taking into account all installations of the site, not just the current installation)
- Maintenance regime / frequency of inspections of equipment
- Test certificates for electrical installation
- Test certificates for lightning protection

- Any additions / alterations to the Fire risk assessment as a result of the installation
- Appendix showing signage details and meaning

4 Site Outage Requirements

Should a Landlord require a site to be shut down or operated at a reduced power then some or all of the following information may need to be provided to the equipment operator with a notice period that should be agreed as part of the lease or licence.

- Site ID and / or Location
- Reason for Outage
- Full details of works to be undertaken at this site, especially in relation to the equipment and antennas such as heights etc.
- Proposed start date and time for the work
- Proposed finish date and time for the work
- Proposed dates and times for any reduced power / outage operations
- The contact details of the requester
- The contact details of the company who will be performing the works on site
- Any other relevant information

To request an outage, contact the relevant operator of the telecommunications equipment as detailed in the landlord pack.

5 Landlord Responsibilities

The landlord has the responsibility to pass on all relevant health and safety information contained in the landlord pack to anyone requiring access to or working on their site.

They have a duty to inform the equipment owner of any changes to the site so that the installations can be reassessed for compliance and safety.

A landlord has a responsibility to provide safe access and egress to the equipment owners equipment and with reasonable notice, provide access for maintenance.

6 Employer Responsibilities

This section relates to the employers of anyone carrying out works on or near telecommunications equipment on 3rd party sites. All employers have a duty to comply with the Control of Electromagnetic Fields At Work Regulations 2016 (CEMFAW) and other regulations as required as a result of the works being carried out. They also have a duty to ensure their employees have suitable and sufficient training, monitoring and supervision for the works being carried out.

7 Equipment owner Responsibilities

The equipment owner has a responsibility to provide updates to the landlord pack should any equipment or specifications for the site change and provide relevant information to the landlord upon request.

8 Related Documents

- None

The information in this document does not absolve contractors or suppliers from their responsibility to identify and comply with all relevant legislation, regulations and legal standards nor does it take precedence over laws, regulations and external standards.