



Application for TV/Internet Installation or Upgrade

Step One

Please complete the form below and return it via email, along with a **Site Specific** Risk Assessment and Method Statement provided by your proposed installer that includes details of the specification of any materials for the proposed works to trust@peaksplains.org.

Date of Application	
Applicant Name and Address	
Applicant Phone Number and Email	
Name of Installer Virgin Media/ Sky etc	
Has your installer been to the premises to assess the works required?	
Site Specific Details of Work <i>e.g location of apparatus, location of any drilling required, materials to be used etc</i>	

Step Two

Your application will be reviewed by our Fire Safety Compliance Surveyor within 10 working days of receipt to ensure it meets fire safety standards. If the information you have provided meets the required standard we will notify you and your application will progress to the next step.

If your application lacks the information required we will notify you and you will need to obtain the necessary detail in order for your application to progress.

Step Three

If your application meets the necessary standards the Trust will notify you via email and you will need to arrange an attendance date at site with your installer.

Step Four

You will need to notify the Trust of the arranged installation date, along **with details of any site specific access requirements that your installer has.**

Our Fire Safety Compliance Surveyor will issue you with a Timed Works Permit that will be valid only for the date specified by you. We will also provide access arrangements into the specific areas requested. You will be responsible for passing the Permit and access details to your installer.

Please note:

- The Trust cannot commit to dealing with access requests that have not been received ahead of attendance on site
- If the attendance date changes you will need to notify the Trust and request a new Permit
- The Trust will undertake spot checks of works taking place on site
- The Trust reserves the right to refuse installers access to Trust sites if they fail to work to the standards required to protect fire safety at Trust Communal sites

Email: trust@peaksplains.org **Address:** Ropewalks, Newton Street, Macclesfield, Cheshire, SK11 6QJ

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