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# TOWER SITE SHARING

# ORDERING AND PROVISIONING PROCEDURES

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This is an overview of the ordering and provisioning procedures for Telstra Site Sharing access under the Carrier Build process. If you are an existing Telstra Wholesale customer, full details are contained in your Facilities Access or Customer Relationship Agreement.

The Ordering and Provisioning (O&P) process and charges are different depending upon the site – network or PMTS. However, all requests follow a similar 6 Level National Colocation Process and need to be submitted via the Telstra Wholesale point of contact contained in your facilities access agreements.

The O&P process consists of:

- Preliminary Information Request & response (L1)
- Access Seeking Carriers (ASC) prepare basic site information data on the proposed site share (mobile or network) using supplied request forms (refer to NCP forms on telstrawholesale.com) and submit to Telstra – Access Providing Carrier (APC). Telstra Wholesale Product Delivery (WPD) performs a desktop preliminary study to confirm site details and queuing information. This is provided to the ASC in a report pack.
- Request for Approval in Principle (AIP) and Response (L2)
- Following the L1 phase, the ASC may choose to move to the AIP phase which involves the supply of more detail on the proposed site share ie; information on equipment type (antenna, frequency band etc) SOW and preliminary drawings for detailed study by Telstra. Following a review of the access seeker details by Telstra (Internal stakeholders), an Approval in Principle may be issued indicating antenna allocations, indicative pricing, queue information and site tenure.
- Detailed Design (L3) & Facility Access Requests (L4) and Response

The access seeker, having received the AIP, prepares a Detailed Design pack detailing Landlord, structural, EME, construction drawings, MOP and OH&S aspects of the site access. After considering the Detailed Design, Telstra will respond with an acceptance or rejection letter.

The Detailed Design can be submitted for approval concurrently with a Facilities Access Request.

## CONSTRUCTION PHASE (L5)

Following approval of the Detailed Design & MOP and Facilities Access request, the access seeker's constructor must apply and secure site access to build as per the Detailed Design & MOP. An attendance request application form should be forwarded and approved before construction can commence. When construction is completed, a Construction Completion Notice (CCN) (L5) form should be sent to Telstra to commence the Joint Completion Inspection process.

## JOINT COMPLETION INSPECTION (JCI)

Representatives from the access seeker and Telstra will inspect the construction against the approved D&CP and recommend further work to comply or approve the construction.

### **As Built (L6).**

When approved, the access seeker is to arrange for 'as built' drawings to be prepared to enable Telstra databases to be updated.

### **Note : Billing**

The access seeker will be subject to leasing charges upon approval of the Detailed Design (&MOP) and associated Facilities Access Request.