

Requesting Access to Openreach Plant Maps



Dear Client

Welcome to the Openreach Maps By Email service, designed to allow you to obtain Openreach plant maps on line.

The Map By Email Service has been available online since June 2000. As the local network is now under the management of Openreach all related information about the local network (between the exchange and homes/businesses) can be found on the Openreach web pages at www.openreach.co.uk

Access is via the Internet with all users of the service being given unique user accounts and passwords. Once logged on a user makes a request for a particular map which is processed by our system and sent to the users e-mail address.

To request access to the Maps By E-mail system please complete the form below and e-mail to stoke.incoming.notices@openreach.co.uk where your application will be validated. Please do not leave any sections blank as this will invalidate your access request.

Details of how to gain access to the system will be sent back to the originating e-mail address once the validation and administration processes have been completed. We will be pleased to forward you a copy of our "How to use MBE guide" (available in Adobe PDF format) upon request.

If you have any questions relating to Maps By E-mail please call our Help Desk on 0800 169 3849 or E-mail us at stoke.incoming.notices@openreach.co.uk

NOTE : The User ID(s) and Password(s) that are provided are for the personal use of the named individual and should not be disclosed to any other person. Unauthorised access to or misuse of this system is prohibited and constitutes an offence under the Computer Misuse Act 1990.

Sue Taylor
Openreach National Notice Handling Centre Manager
tel 0800 169 3849
fax 01782 204 846
stoke.incoming.notices@openreach.co.uk

Application for access to Openreach Plant Maps

Version 3 Dec05

Please complete all sections and email to stoke.incoming.notices@openreach.co.uk

Section 1 - Requesting Companies Details		
1.1	Company/Utility/Authority name	City Of York Council
1.2	Postal address of registered office	Guildhall, York, YO1 9QN
1.3	Postal address of office requesting access	Property Services, Chief Executive, PO Box 31, Library Square, York YO1 7DU

Section 2 - Reason access required (please indicate Yes/No to each question as appropriate)		
2.1	I am requesting access on behalf of a Utility Company/Highway/Roads Authority	Yes
2.2	I am requesting access working as a contractor on behalf of a Utility Company/Highway /Roads Authority	No
2.3	If you have answered YES to question 2.2 please state the Name & Address of the Utility Company, Highway/Roads Authority you are working on behalf of:	
	Name & address	
	Contact name & telephone number	
2.4	I am requesting access on behalf of a Company/Organisation or Individual requiring to break ground on private land where Openreach Plant may be present	
2.5	If you have answered YES to question 2.4 please state the name address and contact details of the Company/Organisation or Individual you are working on behalf of:	
	Name & address	
	Contact name & telephone number	
2.6	If you have answered NO to questions 2.1, 2.2 and 2.3 please detail below the reasons you require access to Openreach Plant Maps By Email.	

Section 3 - Details of proposed users		
Users Name	Contact Tel No.	Users Email Address

Section 4- Authorisation	
I confirm by completing this form that the people detailed above are employees of the stated company and require access to Openreach Plant Maps as part of their work with the company. I agree to advise Openreach when any of the people above cease to require access to Openreach Plant Maps or leave employment of the company.	
Authorised by (name & position)	Date: