



## CHECKLIST FOR ADVERTISEMENT CONSENT APPLICATIONS

This checklist sets out the information that should be supplied with an application for Advertisement Consent not accompanied by another application such as for listed building consent or planning permission and contains minimum national requirements and the local requirements that may be applicable.

The national requirements are those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007.

PLEASE NOTE: Information provided on the application form and accompanying drawings and documents will be made available on the internet.

All submitted plans must be to a recognised scale. Plans that include the words "Do Not Scale" will not be registered.

### NATIONAL REQUIREMENTS

- **Application Form** for advertisement consent.
- A **location plan** which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the site is clear and the position of the advertisement should be clearly identified.  
Plans and Drawings or information necessary to describe the subject of the application, including
- **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100).
- **Advertisement drawing(s)** e.g. at a scale of 1:50 or 1:100, showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable.
- **The Appropriate Fee**

## LOCAL REQUIREMENTS

- **Forms** - at the present time, we require ONE copy of forms and associated documentation unless the application is submitted electronically.

SUPPORTING INFORMATION may include some or all of the following:

- **Planning statement**
- **Lighting Assessment** (where illuminated advertisements are proposed).
- **Photographs and Photomontages**

Please refer to the General Validation Checklist - Supporting Information for further information on each of the above categories and guidance as to when particular supporting information will be required with your application.

**Please read these guidance notes carefully before making your application. Applications not accompanied by the required information will not be able to be registered as valid and complete and will be returned with guidance given on the additional information required. To avoid this happening, you may wish to contact a planning officer**