

## ADVERTISEMENT CONSENT APPLICATIONS CHECKLIST

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).**

**NAME OF APPLICANT:** \_\_\_\_\_

**NAME OF AGENT:** \_\_\_\_\_

**ADDRESS OF DEVELOPMENT:** \_\_\_\_\_

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- Have you completed the planning application forms and signed and dated all copies? (Part one for residential development, parts one and two for all other applications).
- Have you enclosed the correct fee? If not, please explain why:-
- Have you provided a site location plan at a scale of 1:1250 or 1:2500 and edged the application site in red and any adjoining land in your ownership or control in blue (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- 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])

### **Additional Requirements**

Some or all of the additional information detailed below may be required. Please read the Guidance Notes carefully. If you are in any doubt please contact us

before submitting your application. Additional information is more likely to be required if the application relates to the following:-

- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and photomontages
- Existing and proposed elevations
- Planning Statement

(If any of these assessments/statements are required, please ensure that they are provided with the application)

## **GUIDANCE NOTES**

### **GENERAL**

All drawings and must contain a drawing title, drawing number and revision numbers. All documents must be referenced. Drawings must show previous extensions and calculations of volumes for applications if the site is within the green belt. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres

### **LOCATION PLAN**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. It should clearly show the location of the proposed Advertisement(s). The plan should be marked with a north point and identify a minimum of two roads. We will also accept any location plans downloaded from Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

### **EXISTING AND PROPOSED ELEVATIONS**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed Advertisement(s) in relation to what is already there.

### **LIGHTING ASSESSMENT**

Proposals involving illuminated Advertisements must be accompanied by details of lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design.

### **PHOTOGRAPHS AND PHOTOMONTAGES**

These provide useful background information and can help to show how Advertisement(s) can be satisfactorily integrated within the street scene.