

Application for Advertisement Consent

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

	YES	N/A
Completed application form which should be signed and dated	<input type="checkbox"/>	
Design and Access Statement – All major developments. Major applications are those that are creating a floor area of 1000sq m or greater, creation of more than 10 new dwellings, or has a site area of over 1ha. Applications in a Conservation Area of 1 new dwelling or greater or creating more than 100sq m floorspace. For further information see separate guidance.	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee £168 – relating to the business on the premises £168 – advance signs which are not situated on or visible from the site £588 – all other advertisements	<input type="checkbox"/>	<input type="checkbox"/>
Location Plan which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in red and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue. Show Direction of North.	<input type="checkbox"/>	
Block/Site Plan (at a scale of 1:200 or 1:500) plan must show the proposed advertisement in relation to the site boundaries	<input type="checkbox"/>	
Existing and Proposed elevations (at scale 1:50/1:100) showing advertisement size, siting, materials and colours to be used and how they are fixed, height above ground, extent of projection and details of method and colour(s) of illumination if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

LOCAL REQUIREMENTS

	YES	NO
Lighting Assessment (where illuminated advertisements are proposed) including confirmation of means of illumination (i.e. external/internal, static/intermittent, etc) and level of illumination.	<input type="checkbox"/>	<input type="checkbox"/>
Planning Statement - for all applications except those for trees, householders and minor alterations to commercial premises.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs and Photomontages – showing details of the advertisements and the proposed locations.	<input type="checkbox"/>	<input type="checkbox"/>

NB Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.