

Validation Checklist

Application for Advertisement Consent



National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Planning Application Form	If you submit your application via the Planning Portal you will auto-fill the Application Form. If you require a paper form to print you can get it from here	Yes
Application Fee	Fees are set by Central Government and an Index Link increase is made on an annual basis and comes into force on 1 April each year. You can calculate your fee via the Planning Portal	Yes
Location Plan	The Plan should, in most cases, be to a scale of either 1:1250 or 1:2500 and contain a North point and have the curtilage (boundary) of the site, the subject of the application, marked in RED. Any other land in the Interest of the Applicant, but which does not form part of the Application can be marked in BLUE. If the proposed signage is for directional purposes and not on the premises, you may need to provide more than one A plan can be purchased from the Planning Portal at www.planningportal.co.uk but there are other websites that offer this service.	Yes
Site Plan	The Plan should, in most cases, be to a scale of either 1:200 or 1:500 and have the curtilage (boundary) of the site, the subject of the application, marked in RED. Any other land in the Interest of the Applicant, but which does not form part of the Application can be marked in BLUE. The existing and proposed Site/Block Plan must include ALL features of the site including buildings, hardstanding areas, parking, gates, walls, fences and landscaping (including trees).	Yes, if the Advertisements are to be displayed on land, you must identify the exact location on a scaled Site Plan.
Listed Building and/or	The National Planning Policy Framework (NPPF) states that Local	Yes, if your proposal falls within one

Conservation Area Heritage Statement	Planning Authorities should require applicants to “describe the significance of any heritage assets affected, including any contribution made by their setting”. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance.” (Para. 189) Paragraph 190 of the NPPF also requires the Local Planning Authority to consider the impact of any application on the significance of the affected heritage assets when determining the application. There is a Heritage Statement Template on the Council’s Website, which can be found here	of the following; • Listed Building Consent; • Applications within the curtilage of a listed building (an area of land surrounding a property, including any closely associated buildings and structures) • Applications for sites within a conservation area; • Applications affecting Scheduled Monuments; • Applications affecting a Registered Park & Garden; • Applications affecting non-designated heritage assets (buildings of local interest); • Applications affecting the setting of a heritage asset (i.e. adjacent to a conservation area or listed building)
Drawings	Proposed Elevations – 1:50 or 1:100 Advertisement Drawings – 1:50 or 1:100 showing size, siting, materials and colours to be used, height above ground, details of method and colour(s) of illumination for internal and external illumination. Section Through – 1:50 or 1:100 showing extent of projection Drawings showing external lighting details (if applicable)	Yes, if the Advertisements are on a building you will need to submit proposed elevations, together with drawings of the advertisements to scale. If the advertisements are not on a building, you must submit drawings of the advertisements to scale. PLEASE DO NOT MARK DRAWINGS “NOT TO SCALE” AS THIS WILL INVALIDATE YOUR APPLICATION
NB: Please check as another consent may be required, for example Listed Building Consent		

