

CHECKLIST OF REQUIRED INFORMATION FOR APPLICATIONS FOR ADVERTISEMENT CONSENT

NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (original plus 3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) 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

DEFINITION OF TERMS

National requirements

The Standard Application Form

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for

streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the legislation requires three additional copies plus the original of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

The 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. The Advertisement Regulations requires three copies plus the original (unless submitted electronically). 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. The application site should be edged clearly with a red line. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Existing and Proposed Elevations

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

Advertisement drawings

These should be drawn to 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 correct fee (where one is necessary)

Refer to the separate scale of fees.