

**Validation Checklist  
(Please complete and submit with application)**

**Applications for Advertisement Consent**

<b>NATIONAL REQUIREMENTS*</b> (Two copies required unless submitted electronically)	<b>Provided</b> (circle as appropriate)
Completed Form	Y
Location Plan to an identified scale	Y
Existing and proposed elevations (1:50 or 1:100)	Y
Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100)	Y
Appropriate fee	Y
<b>LOCAL REQUIREMENTS* - may include some or all of the following</b> (Three copies required unless submitted electronically)	
Lighting assessment	Y N
Photographs/photomontages	Y N
Planning Statement	Y N

**Guidance notes for Advertisements**

Document/Plan	Additional Notes
---------------	------------------

**NATIONAL REQUIREMENTS**

Completed Form	
Location plan	<p>A plan which identifies the land outlined in red to which the application relates drawn to an identified scale should (1:1250 or 1:2500 as appropriate); identifies the location of the site by reference to at least two named roads; identifies the proposed location of the advertisement and shows the direction of north.</p> <p>On occasion there may be a necessity to provide a more detailed location plan especially if there are multiple advertisements proposed. In which case a plan at 1:500 scale or even 1:200 may be more appropriate.</p>
Existing and proposed elevations (1:50 or 1:100 scale) with written dimensions.	Should show clearly the proposed advertisement display in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between them.
Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) with written dimensions.	Must show 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).
Appropriate fee	

**LOCAL REQUIREMENTS** – if required the information can be placed in one document depending upon the amount to be provided

Lighting assessment	Applications for illuminated advertisement consent should be required to be accompanied by details of external lighting.
Photographs/photomontages	Required where involving Conservation Areas and/or a Listed Building. In other cases not essential but can be particularly useful for all advertisement applications.
Planning Statement	A planning statement gives an opportunity to explain the proposal and it should identify the context and need for the advertisement (s) and how the proposal accords with relevant national, regional and local planning policies. It should also include details of any pre-application consultations with the local planning authority and wider community/statutory consultees and neighbours undertaken prior to submission.