

Application for Advertisement Consent

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan.

Part I Information Required – National Planning Application Requirements

1.	Completed application form	<input type="checkbox"/>
2.	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 (3 copies to be supplied unless the application is submitted electronically)	<input type="checkbox"/>
3.	A copy of other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none">• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)• Advertisement drawing(s) (e.g. at a scale of 1:20) (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])	<input type="checkbox"/>
4.	The correct fee: Planning Portal Fee Calculator	<input type="checkbox"/>

Part II Information Required – Adopted Local Application Requirements

1.	Historic Environment Statement This is required for any proposal affecting the historic environment. This includes 'heritage assets' such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments and undesignated landscape and buried assets (including archaeological deposits).	<input type="checkbox"/>
2.	Lighting Assessment Maybe required if illuminated advertisements are proposed	<input type="checkbox"/>