

Validation Checklist and Guidance – Advertisement Consent

This is a checklist of local requirements only. In addition, mandatory requirements are [listed](#). You will be required to provide all the information on the application form and some of the information on this checklist, where relevant to the proposal. Each application has its own requirements, and some may need more supporting information than others. Please submit this form with your application marking the end column as n/a if it is not relevant to your proposal.

- **General Notes**

- Written dimensions are required on drawings
- If the application is found to be incomplete we will contact you as soon as possible, and the application will not progress until we have received the necessary information
- Information on fees can be found https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
- The statutory determination period for this type of application is 8 weeks from the date the application is valid
- Please note that if this application requires a FUL/LBC application you will need to complete & submit the appropriate checklist for that application.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01480 388388

Item Required	Which application types require this?	Guidance on the standard of information required	
<p>Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)</p>	<p>All applications for Advertisement Consent</p>	<p>Must accurately show:</p> <ul style="list-style-type: none"> • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. <p>Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</p>	
<p>Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions</p>	<p>All applications for Advertisement Consent</p>	<p>Detailed drawings showing the existing elevations (the appearance of the property from all sides affected by the proposal) to an appropriate scale, usually 1:100 and with a scale bar or metric measurements and written dimensions included.</p> <p>Drawings must show the complete building, partial drawings are not acceptable.</p> <p>Please ensure that all plans submitted as part of your application are accurately labelled and numbered.</p>	

		Alternatively: Photographs of all existing elevation affected can be submitted instead of elevation drawings.	
Elevations as proposed (1:50 or 1:100 scale) with written dimensions	All applications for Advertisement Consent	<p>Detailed drawings showing the proposed elevations (showing the proposal against existing building from all sides) to an appropriate scale, usually 1:100 and with a scale bar or metric measurements and written dimensions included.</p> <p>Drawings must show the complete building, partial drawings are not acceptable.</p> <p>Please ensure that all plans submitted as part of your application are accurately labelled and numbered.</p> <p>Alternatively: Photographs with the proposed advertisements superimposed onto the photos to scale can be submitted instead of proposed elevation drawings.</p>	
Heritage Statement	Only required when the property is a Listed Building	<p>This should include a statement that describes the significance of any heritage assets affected, including any contribution made by their setting.</p> <p>The detail necessary in a Heritage Statement will vary according to the particular circumstance of each application. 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. This should include reference to the relevant historic environment record and appropriate expertise used where necessary.</p> <p>Applications involving development in or adjoining a Conservation Area or demolition in a Conservation Area should demonstrate how the proposal would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area.</p> <p>All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets, including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Monuments.</p>	

Lighting Assessment	For any external illuminated signage	Must provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a schedule of the equipment in the design. An assessment that covers matters such as light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut off, no distraction to the highway, levels of impact on nearby dwellings, use of demountable columns, retention of screening vegetation, use of planting and bunding to contain lighting effects should also be submitted.	
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