

## Advertisement Applications

N – Indicates a requirement of the National List

L – Indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Requirement	Document	More Details	Tick here if enclosed
N	Application Form	Completed form, including signed and dated declaration (2 copies to be submitted if not submitted online)	
N	Site and other plans	<p>2 copies in total to be supplied if not submitted online.</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.). Plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) and a scale bar (minimum 0 -10m)</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Depending on the nature of the application the following information may be required. Please contact the planning department for clarification.</p> <p>Note: If using an Ordnance survey base for any plan, this must include the relevant license number.</p>	
N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 or A3 size paper. The plan should show:</p> <p>The direction of North</p> <p>Identify sufficient roads and or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged with a red line. It should include all land necessary to carry out the proposed development – for example land required for access to the site</p>	

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		<p>from a public highway, visibility splays, landscaping, car parking and open areas around the building.</p> <p>A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site.</p>	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries or the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown. Block plan should show access/parking arrangements within the site if there are any and a finished floor level relating to a fixed point within the site.</p>	
<p><b>Crown Copyright:</b> please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to us that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 and labelled north/south/east/west as appropriate and showing:</p> <ul style="list-style-type: none"> <li>• The position, materials and colour of the existing and proposed signage</li> <li>• If sited on a building, plans must show the whole of the site of the building.</li> <li>•</li> </ul>	
N	Other	<p>Plans and drawings to show:</p> <p>Height from natural ground level to the base of the proposed advertisement in metres</p> <p>Dimensions of the letters, figures or symbols in each of the proposed advertisement</p> <p>Maximum distance each advertisement projects from the face of the building on which it is proposed to be placed.</p> <p>Where illumination is proposed, details of illuminance levels and whether illumination would be static or intermittent.</p>	
N	Fee	<p>The appropriate fee. Please see the most up to date fees on <a href="#">the Planning Portal</a></p>	

Other Supporting Information

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Please see the full guidance relating to each document type [here](#).

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Document	Tick here if enclosed
Heritage Statement	