

Please note **ALL** plans and drawings should include: unique reference numbers / letters / date (if applicable), paper size, key dimensions and scale bar indicating a minimum of 0-10 metres. Where possible drawings should not exceed A3 size and at least **1 copy of all documents** should be provided.

Please make sure you have checked the national and local level requirements before submitting your application. If you do not send all the information we need your application will be deemed invalid.

12 – Application for consent to display an advertisement(s)

NATIONAL REQUIREMENTS:	Yes
Completed form (signed and dated)	
A Site Location Plan typically to a scale of 1:1250 or 1:2500 which identifies the land to which the application relates outlined in red and any other land owned by the applicant, close to or adjoining the application site outlined in blue and showing the direction of North .	
The appropriate fee	
<p><u>Drawings:</u></p> <p>The drawing of the proposed advertisement should show its dimensions and position on the land or building in question.</p> <p>For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection.</p> <p>A site location plan should also be provided which identifies the proposed position of the advertisement and location of the site by reference to at least two named roads. It should be drawn to an identified scale and show the direction of North. Ordnance Survey maps are not required. Photographs and photomontages may be used.</p> <p>Description of signs, size and illumination The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated please describe the type of illumination, e.g. internal, external, floodlight, etc, and whether the illumination will be static, flashing, or have moving parts.</p> <p>Other plans and drawings or information necessary to describe the subject of the application.</p>	
<p><u>Owners Consent:</u></p> <p>It is a condition of every consent granted by or under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained. To display any advertisement without this permission is an offence, open to immediate prosecution.</p> <p>Where the site is within the boundaries of a highway, evidence that the application is acceptable to the highways authority must be provided.</p>	

Official Use

Checked by:

Dated:

Additional requirements for Advertisement

Drawings:

The drawing of the proposed advertisement should show its dimensions and position on the land or building in question.

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A site location plan should also be provided which identifies the proposed position of the advertisement and location of the site by reference to at least two named roads. It should be drawn to an identified scale and show the direction of North. Ordnance Survey maps are not required. Photographs and photomontages may be used.

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