

Advertisement Validation Checklist

All plans should include a scale bar, the scale and the paper size.

We would recommend a maximum print size of any document or drawing not to exceed A1 size

Application Form

When required?	All applications – guidance is available to download on our website
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Fee

When required?	Planning applications incur a fee
What information is required?	The correct fee – full details can be found on the Council’s website

Location Plan – Scale 1:1250 or 1:2500

When required?	All applications excluding non-material amendments and variation of conditions
What information is required?	<ul style="list-style-type: none"> • Up to date map with site edged clearly with a red line • The direction of north should be shown • Where practicable at least two road names should be shown • The plan must cover a large enough area to enable the location to be easily found

Site Plan – Scale 1:500 or 1:200

When required?	All applications
What information is required?	The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown.

Existing Elevations – Scale 1:100 or 1:50

When required?	All applications where the advert is proposed on an existing building/structure
What information is required?	Drawings that clearly show the existing appearance of the building that an advert would be sited, with all elevations clearly labelled.

Proposed Elevations – Scale 1:100 or 1:50

When required?	All Applications where the advert is proposed on an existing building/structure
What information is required?	Show proposed elevations to a recognised scale (showing the advert in context on the existing building if applicable) clearly labelled.

□ Drawing/Sections – Scale 1:100 or 1:50

When required?	All applications
What information is required?	Include advertisement drawings (showing advertisement size, a cross section through the advertisement, position on the land or building, materials to be used, colours, style of lettering and symbols, height above the ground and extent of projection)

□ Illumination

When required?	If sign is to be illuminated
What information is required?	Provide full details of the method and extent of illumination, including the colour and method of fixing to the structure if applicable.