

**ADVICE ABOUT THE INFORMATION REQUIRED TO ACHIEVE A VALID
PLANNING APPLICATION (LOCAL LIST)**

APPLICATION FOR CONSENT TO DISPLAY ADVERTISEMENT(S)

Application Form

One completed original plus two copies of the mandatory Standard Application Form are required.

Note: you must sign and date section 13 (declaration).

Fee

The correct fee must be submitted with the application:

- **£110** (from 22/11/2012) – adverts relating to the business displayed on the premises
- **£110** (from 22/11/2012) – signs directing the public to a business premises which are not visible from the site
- **£385** (from 22/11/2012) – all other advertisements

Plans and Drawings

You must provide enough information to describe your proposal.

The table below lists the types of plans and drawings that might be required. Those items marked with a ✓ are mandatory national requirements. The other items are our local requirements.

Location Plan (scale 1:2500 or 1:1250) with site outlined in red	✓
Block Plan (scale 1:500) or Site Plan (scale 1:200) – to show the exact position of any advertisements that are not on a building	✓
Elevation Drawings – Existing and Proposed (scale 1:50 or 1:100) – to show the position, materials and the colour of existing and proposed signage – if sited on a building must show the whole of the side of the building	✓

The 'glossary of terms for plans, drawings and supporting information' that supports this Local List provides for more information about each item.

Notes:

- If you do not provide enough information to describe your proposal, or the information that you provide is inadequate, your application will be invalid. If this happens we will contact you (by phone, by e-mail or by letter) to explain what is required to create a valid application. If we do not receive the information we have requested within 21 days the application will be withdrawn and any fees paid refunded (unless a time extension has been agreed).
- 1 original and 2 copies of each plan and drawing should be provided.
- 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.