

Validation Checklist - Advertisement Consent

It is expected that any Advertisement application will include all the details of new signage and your application **MUST** therefore include the following:

DOCUMENT	Req'd? Yes/No
3 Copies of the completed advertisement application forms, signed and dated	
3 Copies of a site location plan with the application sited outlined in RED and any adjoining land owned or controlled outlined in BLUE to a scale of 1:1250 or 1:2500.	
3 Copies of detailed drawings at a scale of 1:100 or 1:200 to include for each advertisement: <ul style="list-style-type: none"> - design including size, style and colour of lettering and symbols - overall dimension of sign(s) - position of proposed sign(s) on the land or building - materials to be used including colour - height above ground level - extent of projection (where applicable) - method of illumination including colour and luminosity (where applicable) 	
The correct fee	

The following information will also be required where applicable:

DOCUMENT	Req'd? Yes/No
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer	
Where an advertisement is free standing, 3 Copies of a block plan to a scale of not less than 1:200	
Photomontages	
Supporting Statement	
3 Copies of an elevational drawing showing the advertisement(s) in context with adjacent buildings	