

## Advert Consent Validation Checklist

### National Requirements -Plans

#### Location plan

Scale 1:2500 or 1:1250

When required All applications

##### What information is required?

- Up to date map with site edged clearly with a red line
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.
- A blue line should be drawn around any other land owned by the applicant

##### Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 to 47 - found at: [Communities and government validation guidance](#)

#### Site plan

Scale 1:500 or 1:250/1:200/1:100

When required All applications

##### What information is required?

The plan must show the proposed advertisement in relation to the site boundaries (if freestanding)

##### Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraph 48 - found at: [Communities and government validation guidance](#)

### Other Documents

#### Application form

When required

All applications

##### What information is required?

Completion of the forms, further guidance is available on Planning Portal at [Advertisement consent - Consent types - Planning Portal](#)

#### Fee

When required

All applications

##### What information is required?

The correct fee

##### Where to look for further assistance

For full details of fees and to calculate your planning fee, go to [Fees for planning applications - GOV.UK \(www.gov.uk\)](#) or the [Planning Portal](#) website

### Local Requirements – Plans *All plans must include a scale bar*

#### Existing elevations

Scale Minimum 1:100

##### When required

Where an advertisement is proposed to be displayed on an existing building

##### What information is required?

Drawings that clearly show the existing appearance of the elevation(s) of the building where the advertisement(s) will be displayed

##### Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](#)

## **Proposed elevations**

**Scale** Minimum 1:100

### **When required**

Where an advertisement is proposed to be displayed on an existing building; or where it is intended to be free standing

### **What information is required?**

Drawings that show the proposed appearance of the elevation(s) of the building where the advertisement(s) will be displayed, or where freestanding, show the external appearance of the advertisement, including its height.

The plans should also show the type of material to be used, together with its colour and details of any illumination proposed, including drawings of any new light fittings

### **Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)