

Validation Checklist – Advertisement Consent

Requirement	When is this required?	Documents to be submitted to following standard or include the following
Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)	All applications for Advertisement Consent	<p>Must accurately show:</p> <ul style="list-style-type: none"> • must indicate the location of the proposed advertisements • must be on an up-to-date plan • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. <p>Ordnance Survey plans do not always accurately show boundaries, buildings and other features, please check this before submission.</p>
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications for Advertisement Consent	<p>Detailed drawings showing the existing & proposed elevations (the appearance of the property from all sides affected by the proposal) to an appropriate scale, usually 1:100 and with a scale bar or metric measurements and written dimensions included.</p> <p>Where the advert will be attached to a building/structure the plans must show the relevant elevations.</p> <p>Where the advert is not attached to a building or structure an elevation of it alone must be provided.</p>

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		<p>Please ensure that all plans submitted as part of your application are accurately labelled and numbered and cross references the numbers on the block/site plan unless each sign's location is otherwise clear.</p> <p>Alternatively: Photographs of all existing elevation affected can be submitted instead of elevation drawings.</p>
Heritage Statement	<p>Only required when the proposal affects:</p> <ul style="list-style-type: none"> • a listed building or it's setting, • a conservation area or it's setting, • a scheduled ancient monument or it's setting. 	<p>This should include a statement that describes the significance of any heritage assets (including listed buildings, curtilage of listed buildings, scheduled ancient monuments and conservation areas) affected, including any contribution made by their setting.</p> <p>The detail necessary in a Heritage Statement will vary according to the circumstance of each application. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This should include reference to the relevant historic environment record and appropriate expertise used where necessary.</p> <p>Applications involving development or demolition in or adjoining a Conservation Area should demonstrate how proposals would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area.</p> <p>All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets, including historical and archaeological sites, landscapes, buildings, and structures regardless of designated status and Scheduled Monuments. Please note, the erection of a new sign or advert of any size on or attached to a listed building will require listed building consent.</p> <p>Scheduled monument consent may be needed for any advertisement that attaches to or otherwise physically affects a scheduled monument. Application for Scheduled Monument Consent (SMC) must be made to the Secretary of State for Culture, Media</p>

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		and Sport before any work can be carried out which might affect a monument either above or below ground level.
Lighting Assessment	For any external illuminated signage	Must provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a schedule of the equipment in the design. An assessment that covers matters such as light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut off, no distraction to the highway, levels of impact on nearby dwellings, use of demountable columns, retention of screening vegetation, use of planting and bunding to contain lighting effects should also be submitted.
Location plan (1:1250 or 1:2500)	All applications	<ul style="list-style-type: none"> • Must be on up to date plan • Must show a north arrow • Must be to an identified scale e.g. 1:1250 or 1:2500 are typical examples dependant on site size and location. The scale must be annotated on the plan. • Must show the site in context to the surrounding properties on an up-to-date map • Must show sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Must show the application site edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>