

# V7 VALIDATION REQUIREMENTS:

## APPLICATIONS FOR CONSENT TO DISPLAY AN ADVERTISEMENT

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
<b>1. FORMS</b>		
Correct National Standard Application Form ( <b>original and 3 copies unless submitted electronically</b> )		
All signed and dated		
All relevant questions answered correctly		
<b>2. PLANS</b>		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Identifies the proposed position of the advertisement	
	Wherever possible, at least 2 named roads and surrounding buildings	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
Advertisement Drawings at a scale of 1:50 or 1:100 to show:	The advertisement size	
	Siting	
	Materials and colours to be used	
	Height above the ground	
	Extent of projection	
	Details of the method and colour(s) of illumination [if applicable]	

### 3. FEE

Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.

### 4. LOCAL REQUIREMENTS

Please note that there are no local requirements for the validation of applications for consent to display an advertisement.

**Notes/Explanation:** (Please add any further comments to support the above submissions)