

Validation Checklist

Application for Advertisement Planning Consent

Common Invalid reasons

There are many reasons as to why an application can be made invalid. This can lead to delays in validating and determining the planning application. These are the top reasons for invalidity:

Invalid reason	Definition
Drawing discrepancies	<ul style="list-style-type: none"> Missing or incorrect sizes of doors and windows. Inconsistent measurements when comparing plans. Drawings do not have scale bars on them. Drawings have not been provided in a metric scale. Drawings are not to scale.
Missing plans	<ul style="list-style-type: none"> Site location plan at 1:1250 or 1:2500 Scaled existing and proposed block plan 1:200 or 1:500 Existing and proposed full floor plans and elevations
Fee – missing or incorrect	<ul style="list-style-type: none"> View the Council's planning application fees.
Incorrect or missing form	<ul style="list-style-type: none"> Every application type needs an application form in order to meet national requirements.

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

Forms, plans and documents	Yes
Application form Fully completed including description of development, declaration and applicant details. <i>[For further information refer to the Planning Portal]</i>	<input type="checkbox"/>
The appropriate fee: View the Council's planning application fees .	<input type="checkbox"/>
Location Plan <ul style="list-style-type: none"> Set to scale of 1:1250 or 1:2500 with the application site clearly marked in red and any other owned land marked in blue. Direction of north indication. Relationship to neighbouring properties or sites to enable the application site to be located. 	<input type="checkbox"/>
Site/Block Plan Must include: <ul style="list-style-type: none"> Set to 1:200 or 1:500 scale, with matching scale bar. Showing location of the proposed and existing adverts/signage Relationship to the site boundaries and other existing buildings on the site. 	<input type="checkbox"/>
Elevations Existing and proposed plans showing any external alterations. <ul style="list-style-type: none"> Set to 1:50 or 1:100 scale with scale bar to match. 	<input type="checkbox"/>
Advertisement Drawings <ul style="list-style-type: none"> Scale: 1:50 or 1:100, with matching scale bar. 	<input type="checkbox"/>

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Forms, plans and documents	Yes
<p>Accurately drawn to the chosen scale, consistency between the existing and proposed plans.</p> <p>Must include:</p> <ul style="list-style-type: none"> • Size (length, width and depth) • Siting • Materials and colour • Height above ground • Extent of projection • Details of means illumination (if appropriate) including design of any external lighting elements to show: <ol style="list-style-type: none"> 1. Size (length, width and depth) 2. Siting 3. Materials and colour 4. Height above ground 5. Extent of projection 6. Level(s) of luminance of any illuminated advertisement 	
<p>Sectional drawing: Section through the structure on which the sign is to be fixed showing the relationship between the sign and any lighting structures to the building.</p> <ul style="list-style-type: none"> • Set to a scale of 1:20 or 1:50. 	<input type="checkbox"/>

Other documents	Yes	N/A
Planning Statement	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Statement	<input type="checkbox"/>	<input type="checkbox"/>
Lighting Strategy	<input type="checkbox"/>	<input type="checkbox"/>