

## VALIDATION CHECKLIST

### ADVERTISEMENT CONSENT APPLICATIONS

NATIONAL Compulsory requirements for your application	Included (tick box)
<p><b>Completed standard form</b> - The national requirement is for three copies (plus one original) to be supplied unless the application is submitted electronically.</p>	
<p><b>Location Plan</b> - This must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line.</p> <p>As with all other plans <b>SBC requires at least SIX copies</b> to be supplied unless the application is submitted electronically. <b>However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.</b></p>	
<p><b>A copy of other plans and drawings or information</b> necessary to describe the subject of the application including:</p> <ul style="list-style-type: none"> <li>• <b>Existing and proposed elevations</b> (e.g. at a scale of 1:50 or 1:100)</li> <li>• <b>Advertisement drawing</b> (e.g. at a scale of 1:50 or 1:100) showing the size of the advertisement, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour of illumination (if applicable)</li> </ul> <p>As with all other plans <b>SBC requires at least SIX copies</b> to be supplied unless the application is submitted electronically. <b>However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.</b></p>	
<p><b>Application fee;</b> where one is necessary. Fee details can be obtained from Development Control Service or the website.</p>	

**PLEASE NOTE ALL PLANS AND DRAWINGS SUBMITTED WITH THE APPLICATION SHOULD BE TITLED AND NUMBERED FOR IDENTIFICATION PURPOSES**

<b>LOCAL: Information that <u>MAY</u> be required to validate your application</b> <b>Please enquire before submission for exact number of copies required.</b>	<b>Included (tick box)</b>
<b>Supporting Planning Statement:</b> This should summarise the proposals and include information on how the proposed development accords with policies in the development plan or other relevant planning policy documents and can be useful if the issues are complex or potentially controversial.	
<b>Lighting Assessment:</b> Details of the illumination.	
<b>Other plans / Photomontages:</b> Street Scene Elevations: Elevation details indicating buildings either side of the application site should be provided for displays within Conservation Areas and on or close to Listed Buildings.  <b>SBC requires at least SIX copies</b> to be supplied unless the application is submitted electronically. <b>However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.</b>	