

## Advertisement Applications Is Your Application Valid?



**When we receive your application, it will be vetted for accuracy and for the fullness of the information supplied. It will not be registered if relevant information is missing.**

Please read the guidance notes and follow them. You can also submit your application electronically using the Planning Portal ([www.planningportal.co.uk](http://www.planningportal.co.uk)).

The following list is not necessarily exhaustive and other points may be identified when your application is received. The information required for submission will depend on what is being applied for, and you may need to check which of the following are applicable for a particular type of development based on the principles of necessity, precision, proportionality, fitness for purpose and assistance.

Before you submit your application, **please check the following:**

### Electronic Copies

- An electronic copy of the plans and supporting documents is requested, to enable transfer of information to the City Council's computer system. This can be provided via the Planning Portal or secure file transfer.

### Application Forms

*Have you...*

- Used the correct forms?
- Accurately and fully described the location (preferably with a post code) and the proposed development?
- Signed and dated the forms?
- Answered all relevant questions on the form accurately?

### Fee

- Is the correct fee enclosed? The correct fee for your development can also be determined using the online fee calculator on the Planning Portal.

### Drawings and Plans

*Do your drawings and/or plans...*

Include an appropriate scale bar on the drawings?

- Show existing elevations to a recognised scale?
- Show proposed elevations to a recognised scale (showing the advert in context with adjacent buildings)?
- Include advertisement drawings (showing advertisement size, a cross section through the advertisement, position on the land or building, materials to be used, colours, style of lettering and symbols, height above the ground and extent of projection)?
- Provide full details of the method and extent of illumination (if applicable and including hours of illumination), including the colour and method of fixing to the structure? (Core Strategy Policy DM1)

### Additional Information – you may be required to supply...

- A photo montage.
- A supporting statement.

(Core Strategy Policy DM1 / Saved UDP policies DC18 and DC19)

### **Applications involving scaffold mounted advert hoardings**

- A signed contract for the works, including for the removal of the scaffold.
- A schedule/programme of works detailing when the timing for when each part of the external building works will take place and confirming when the scaffolding will be taken down and the advert removed from the site.
- Confirmation of the application number of the planning permission and/or listed building consent granted for the proposed works that require the scaffold. Full details of the works should be provided if you do not believe that planning permission or listed building consent is required.
- Confirmation of whether the hoarding is to be illuminated. If so, please confirm the hours between which illumination would take place, provide a manufacturer's specification of the lighting units and confirm that energy efficient lighting would be used.
- A method for the erection of the scaffold and fixing to the building fabric. Fixing points should avoid damage to the building fabric and will need to be assessed and agreed in writing with the Local Planning Authority (only required if the building is listed).

(Core Strategy policy DM1, CC9; Saved UDP Policy DC15)