

Validation Checklist V12

Advertisement Consent

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Sign at Tubbs Road, Sevenoaks – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 4 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Correct Fee**
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue
- **Site Layout Plan (Scale 1:500 or 1:200)**
- **Existing and Proposed Elevations (Scale 1:50 or 1:100)**
- **Section through the structure on which the sign is to be fixed showing the relationship of the sign and any lighting structures to the building.**
- **Advertisement Drawings at a scale of 1:50 or 1:100 to show**
 - **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**
 - **Size (length, width and depth),**

Continued

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- siting,
 - materials and colour
 - height above ground
 - extent of projection
 - Level(s) of luminance of any illuminated advertisements
- Planning Statement
- A completed Validation Checklist

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us.

Signed:.....

Date:.....