

Advertisement Consent - V6

Please provide two sets of all documentation relating to the application (an original plus a copy) except if the application is submitted via the Planning Portal.

National Requirements

Application form

- When required:**
All applications completed, together with a full description of the proposed works.

Where to look for further assistance:

Apply online at www.planningportal.co.uk. There are guidance notes and help text available on this website to assist you to complete the application form

Declaration:

- Please ensure this is completed signed and dated within the 21 days prior to submission.**

Fees

- Correct fee**

Exemptions and reductions may apply in certain cases. Full details can be found on: www.sevenoaks.gov.uk/planningfees or telephone the Validation Team on 01732 227000.

Drawings

Policy Drivers:

- The Development Management Procedure Order 2015
- CLG Guidance on Information Requirements and Validation – March 2010

Site Location Plan

When required: All applications

Scale: 1:2500 or 1:1250

What information is required?

- Up to date map with site edged clearly with a red line, and any other land owned outlined in blue.
- Any required visibility splays and access to the site from the public highway.
- The direction of north.
- The plan must cover a large enough area to enable the location to be found easily.

Site Plan / Block Plan

When required: All applications

Scale: 1:500, 1:200, 1:100, must show a metric scale bar.

What information is required?

The proposed development in relation to the site boundaries and other existing buildings on the site.

Elevations

When required: All applications

Scale: 1:100, 1:50, must show a metric scale bar.

Accurately drawn to the correct scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

Existing and proposed elevations of the advertisement(s).

Section

When required: All applications

Scale: 1:50, 1:20, must show a metric scale bar.

Accurately drawn to the chosen scale, consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

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.

Advertisement drawings

When required: All applications

Scale: 1:100, 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale, consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

- 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:
 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

Other documents

Please indicate whether you are including any of the documents listed below in support of your application:

Yes No Planning Statement

Authorisation

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.

Please sign name electronically, no signature required.

Signed (print):

Date:

Any further information