

INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

EXPRESS ADVERTISEMENT CONSENT

1. 1 copy of the completed express advertisement consent application form signed and dated.
3. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The application site should be edged clearly with a red line.

An alternatively scaled plan can be used if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

4. 1 copy of proposed site layout plan at a scale of 1:500 or smaller. A site layout plan shows the detailed layout of the whole site and the relationship of the proposed works with the site boundaries, nearby roads and neighbouring buildings. The site layout plan should indicate the location of all proposed advertisements.
5. 1 copy of proposed elevations, scale 1:50 or 1:20. The elevation drawings should show the complete elevation of the building, if the advertisements are to be displayed on a building, and the sign and means of support for freestanding advertisements. The dimensions of any lettering should be clearly indicated.
6. 1 copy of details of the means of illumination of any signage that is to be illuminated.
7. The correct fee.