

List 3 Local Information Requirements for an:

- **Application for Consent to Display an Advert**

Information listed within 'Section 1: National Requirements' is required to be submitted with all of the above types of applications.

The Council has not formally adopted a local list for the above types of application. It is recommended that applicants review the list and submit information that they consider necessary for determining the application. Any additional information required, but not submitted, will be requested by the case officer within 21 days of the Council receiving the application. The information requested will be required to be submitted and received within 14 days of the request. To speed up the consideration of your application, please consider whether these are likely to be required and submit them with your application.

5a. Adverts

Required for advertisements

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated with dimensions or a scale bar. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Plans, elevations and sections:

Show the following details on drawings:

- Submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20

For those illuminated:

- The method, type and colour of illumination
- Is it externally or internally lit?
- Type of lighting i.e. spot lights, trough lights, halo illumination
- The size of the light fittings
- Hours of illumination

Statements and reports

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated with dimensions or a scale bar. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Policy Driver and where to get more advice:

- DCLG circular – Guidance on information requirements and validation