

Application for consent to display an advertisement(s)

Checklist and Advice

- Completed form (3 copies PLUS ORIGINAL unless submitted electronically)
All planning applications need to be presented on a standard application form, which will be available electronically, however, applicants will retain the option of submitting paper versions of the form. In that event, HBC will require three additional copies (plus the original of the completed standard application form) to be submitted, as specified by Government legislation. An applicant may be requested to submit more than three copies, but three copies is the statutory requirement for a valid application.

- A plan identifying the land to which the application relates (3 copies PLUS ORIGINAL unless submitted electronically)
All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. Government legislation requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should, wherever possible, show at least two named roads and the surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

- A copy of other plans (3 copies PLUS ORIGINAL unless submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials, as well as 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). Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100)
Showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection, and details of the method and colour(s) of illumination)

Please note - when submitting floor, elevation and roof plans, these should all include the scale, a scale bar, key dimensions and original page size. If these are not included the application may not be accepted.

Where possible plans should be submitted/produced for A3 size.

- Fee

- Planning statement
A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

Photographs/photomontages

Showing the whole building and its setting and/or the particular section of the building affected by the proposals.

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Additional Conditional Documents

Lighting assessment

Only if the advert is to be illuminated with details of the level of illumination that is required (in candelas). These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. [*Lighting in the countryside: Towards good practice \(1997\)14*](#) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.