



Application for Consent to display an Advertisement Checklist

Full Application Form
Application Fee
Site Location Plan
Existing and Proposed Block Plan
Existing & Proposed Elevations
Owners Consent

Additional information

Heritage Statement (if attached to listed building)
Planning Statement
Description of size, materials, means of illumination

It is a condition of every consent granted by or under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained.

Where the site is within the boundaries of a highway, evidence that the application is acceptable to the highways authority must be provided.

Drawings:

- Drawings of the proposed advertisement should show its dimensions and position on the land or building in question
- For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection

Description of signs, size, materials and illumination:

- The type of each sign for which application is being made, e.g fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated a description of the illumination is required, e.g. internal, external, floodlight etc, and whether the illumination will be static, flashing, or have moving parts.