

Checklist for display of advertisement(s)

1. Form and fee

Correct National Standard application form (original and 3 copies unless submitted electronically)	<input type="checkbox"/>
Appropriate fee – a list of current fees is available on the Planning Portal	<input type="checkbox"/>

2. Drawings and plans

Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.

Find out [how to order location plans and site plans](#)

Location Plan at a scale of 1:1250 or 1:2500 to show:

The direction of north	<input type="checkbox"/>
Application site edged red/other land owned by the applicant edged blue	<input type="checkbox"/>
Proposed position of the advertisement	<input type="checkbox"/>
Wherever possible, at least 2 named roads and surrounding buildings should be shown	<input type="checkbox"/>

Existing and proposed elevations at a scale of 1:50 or 1:100 to show:

The works in relation to what is already there	<input type="checkbox"/>
All sides of the proposal (blank elevations should also be included)	<input type="checkbox"/>

Advertisement drawings at a scale of 1:50 or 1:100 to show:

The advertisement size	<input type="checkbox"/>
Siting	<input type="checkbox"/>
Materials and colours to be used	<input type="checkbox"/>
Height above the ground	<input type="checkbox"/>
Extent of projection	<input type="checkbox"/>
Details of the method and colour(s) of the illumination [if principle]	<input type="checkbox"/>

3. Local requirements

There are no local requirement for the validation of applications for consent to display an advertisement.

Notes/explanation:

Please add any further comments to support the above submissions.