

## ADVERTISEMENT CONSENT APPLICATIONS VALIDATION CHECKLIST 15 March 2020

Please note that if the application is submitted electronically via the Planning Portal your application will be processed quicker. Please only submit the application on paper as a last resort and if you have any doubts about what is needed, please contact us before you submit your application.

<b>Your application MUST include the following:</b>	
2 copies of the completed planning application form, signed and dated (unless submitted electronically)	Yes/No
Have you spoken about the scheme with any planning staff before? Please tell us who you spoke to and send in any copies of letters or emails you have received:	Yes/No
The correct fee can be found on the planning portal website.	Yes/No
<b>The following plans <u>will</u> be required: ( all dimensions must be metric)</b>	
<p><b>2 copies of an Ordnance Survey based location plan.</b> It should</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:1250 or 1:2500</li> <li>• show at least two (if practicable) named roads</li> <li>• show surrounding buildings (named and numbered) and</li> <li>• show the direction of North.</li> </ul> <p>The application site should clearly be edged with a red line and any other land you own should be edged with a blue line.</p>	Yes/No
<p><b>In the case of advertisements to be erected on land - 2 copies of the existing and proposed site layout or block plan</b> (where changes are proposed) at a scale of 1:100 or 1:200 or 1:500. This should include:</p> <ul style="list-style-type: none"> <li>• direction of north</li> <li>• all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking at your property:</li> <li>• position of all trees on Land adjoining the site:</li> <li>• hard and soft landscaping details: and</li> <li>• adjacent houses and buildings including the location of any windows</li> </ul> <p><b>In the case of advertisements on buildings – 2 copies of the existing and proposed relevant elevations</b> drawn at a scale of not less than 1:100</p>	Yes/No
<p><b>1 copy of the Advertisement drawings at a scale of not less than 1:100 showing –</b> Size, siting, materials, colour, height above ground level, extent of projection and details of method and colours of illumination In the case of LED advertisement hoardings, a driver distraction assessment</p>	Yes/No
<b>The following information may assist your application, if in doubt please check with us at the number below or via email.</b>	
Photographs and montage	Yes/No
A Tree Survey if any trees are to be removed, lopped or topped	Yes/No

All sections must be answered for an application to be valid.

If you are in any doubt about the information you are submitting please email the Development Management team on [development.control@bury.gov.uk](mailto:development.control@bury.gov.uk) or phone them on 0161 253 5432.