

National and Local Checklist Guidance for Applications for Consent to Display an Advertisement(s) – March 2017



Introduction

This document is for use by applicants and agents when submitting applications for advertisement consent.

The mandatory national information requirements that are required in order to validate an application are set out in this document.

We do not have any additional local requirements for advertisement applications.

We have separate planning validation checklist guidance for listed building consent applications.

The Validation Process

When a valid application is received an acknowledgement letter and payment receipt will be sent to the applicant or agent (if applicable). This will normally be sent by email, where an email address is given and electronic payment has been made, or by 2nd Class post otherwise. We aim to do this within 5 days of receiving an application.

If an applicant/agent does not submit an application in accordance with national and locally adopted requirements we will declare the application invalid and specify the information required.

We will communicate by email, where an email address is given, or by 2nd Class post otherwise. We will aim to do this within 5 days of receiving an application.

The Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

Appeal Against Validation Requirements

If you do not agree that information requested is necessary you may appeal against non-validation.

The Town and Country Planning (Development Management Procedure) Order 2015 sets out the procedure to be followed in relation to validation disputes.

Submission of Applications

All applications must be accompanied by 2 copies unless submitted electronically, together with the appropriate fee.

All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

Each drawing for electronic submissions must show the scale and print size (for example 1:50 @ A3). Unnecessary colour should not be used to minimise the file size and conserve download speed. Colour on site location plans (red and blue) is however essential.

The City Council encourages applications to be submitted via the planning portal.

Part 1 – Mandatory National Requirements

1. Application Fee

When Required?

In all cases except for a revised application submitted within 1 year from the date of approval/refusal or in the case of a withdrawn application within 1 year of the date the application was submitted

What is Required?

The relevant fee paid either by cheque (payable to Carlisle City Council), card or online if submitted electronically. Please refer to the Council's schedule of fees which are available online.

2. Application Form

When Required?

In all cases.

What is Required?

The completed application form signed and dated including a clear and concise description of the proposed development. A signature is not required on electronic submissions.

3. Site Location Plan

When Required?

In all cases.

What is Required?

- A site location plan typically drawn at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4/A3 paper.
- The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site must be edged clearly with a red line (the red line 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 must be drawn around any other land owned by the applicant

4. Block Plan

When Required?

In all cases.

What is Required?

A block plan drawn at an identified standard metric scale (preferably at 1:200 or 1:500) accurately showing:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site including the position of the proposed advertisement(s)

5. Existing and Proposed Elevations

When Required?

For all elevations to be visually altered.

What is Required?

Plans drawn typically at a scale of 1:50 or 1:100 clearly showing the proposed works in relation to what is already there. A high quality photomontage may be submitted in lieu of elevations as long as all dimensions are included.

6. Section

When Required?

In all cases.

What is Required?

A clear section through all proposed advertisements typically to scale 1:10, 1:20 or 1:50.

7. Drawing of Advertisement(s)

When Required?

In all cases.

What is Required?

A drawing of advertisements typically to scale 1:20, 1:50 or 1:100 including colour and method of illumination.