



Application for consent to display an advertisement(s)

Town and Country Planning (Control of Advertisements) (England) Regulations 2007

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>		
Last name:	<input type="text"/>				
Company (optional):	<input type="text"/>				
Unit:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Town:	<input type="text"/>				
County:	<input type="text"/>				
Country:	<input type="text"/>				
Postcode:	<input type="text"/>				

2. Agent Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>		
Last name:	<input type="text"/>				
Company (optional):	<input type="text"/>				
Unit:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Town:	<input type="text"/>				
County:	<input type="text"/>				
Country:	<input type="text"/>				
Postcode:	<input type="text"/>				

3. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

4. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

5. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

If Yes, please provide details:

6. Authority Employee / Member

With respect to the Authority, I am: Do any of these statements apply to you?
(a) a member of staff Yes No
(b) an elected member Yes No
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of the name, relationship and role

7. Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s):

Please indicate the number of the following types of advertisement(s) you are applying for:	Number of advertisement(s)
Application for fascia sign(s)	
Application for a projecting or hanging sign(s)	
Application for a hoarding(s)	
Other	

If you selected Other, please describe:

8. Location of Advertisement(s)

Is the advertisement you are applying for already in place? Yes No

If Yes, please provide details of when the use or work started:

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal?
 Yes No Not applicable

If Yes to either or both above, please show the existing sign(s) on an elevation drawing or photograph and state the references for the drawing(s) or photographs.

Will the proposed advertisement(s) project over a footpath or other public highway? Yes No

9. Advertisement Period

Please state the period of time for which consent is sought for the advertisement:

From To date (DD/MM/YYYY)

10. Interest in the Land

Does the applicant own the land or buildings where the adverts are to be placed?

Yes No

If No, has the permission of the owner or any other person entitled to give permission for the display of an advertisement been obtained?

Yes No

If No, why not?

11. Details of Proposed Advertisement(s)

Please provide a full description of each proposed advertisement (e.g. fascia sign, box sign, projecting sign, hoarding, flag etc)

	Advertisement 1	Advertisement 2	Advertisement 3
Type:			
a) The height from the ground to the base of the advertisement (in metres)			
b) The dimensions of the proposed advertisement(H x W x D) (in metric)			
c) The maximum height of any of the individual letters and symbols (in metric)			
d) The colour of the text and background			
e) Materials of the proposed sign(s)			
f) The maximum projection of advertisement from the face of the building			
Will any of the sign(s) be illuminated	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If Yes for any of the proposed signs, answer g), h) and i)			
g) Details of method of illumination (internally illuminated/externally illuminated)			
h) illuminance levels (cd/m ²)			
i) Will the illumination be static or intermittent?			

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form:

Drawings

The drawing 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. A site location plan should also be provided which identifies the proposed position of the advertisement and location of the site by reference to at least two named roads. It should be drawn to an identified scale and show the direction of North. Ordnance Survey maps are not required. Photographs and photomontages may be used. The original and 3 copies of each drawing should be provided:

Description of signs, size 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 please describe the type of illumination, e.g. internal, external, floodlight, etc, and whether the illumination will be static, flashing, or have moving parts. The original and 3 copies of each description should be provided:

The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north:

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

The correct fee:

Owner's consent:

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. To display any advertisement without this permission is an offence, open to immediate prosecution.

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

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

(date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

16. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)* Agent Applicant Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

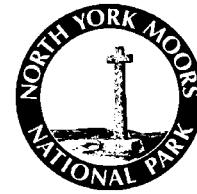
Contact name:

Telephone number:

Email address:

Validation Checklist

Consent to Display an Advertisement



To ensure that the Planning Officer dealing with your consent has a complete picture on which to base their judgments and to ensure proper public consideration, the following information is required at consent submission stage. Failure to supply the required information with a consent submission will delay a decision on the proposal as the statutory determination period will not begin until the required information is submitted and the validation requirements fulfilled.

Please complete the attached checklist to indicate what you have included with your consent. All plans should include paper size, key dimensions and scale.

Standard National Validation Requirements

(Three copies are to be supplied unless the consent is submitted electronically)

- | | | |
|---|------------------------------|-----------------------------|
| Completed Consent Form with Signed and Dated Declaration | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Location Plan based on an up-to-date map, to a recognised scale i.e. 1:2500 or 1:1250 with a north arrow labelled and with your application development site edged in red. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Owner's Consent | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Evidence that the Advertisement is Acceptable to the Highway Authority | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Description of Advertisement, Size and Illumination | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Advertisement Drawing(s) to a recognised scale i.e. 1:50 or 1:100 | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Consent Fee
Please see the Authority's Fee Sheet for further information. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Standard Local Validation Requirements

(Three copies are to be supplied unless the consent is submitted electronically)

- | | | |
|---|------------------------------|-----------------------------|
| Heritage Statement with appropriate mitigation necessary to ensure conservation issues are properly addressed. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

Please see Heritage Statement Guidance Note for further information.

Flood Risk Assessments/Sequential Test to ensure that the implications of flooding are satisfactorily addressed.

YES

NO

For further advice please contact the Environment Agency on 01904 692296 or see their website www.environment-agency.gov.uk

Tree Survey/Arboricultural Assessment to ensure tree preservation issues are properly addressed.

YES

NO

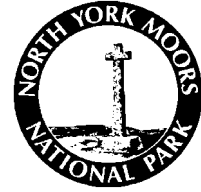
Please see Design Guide Part 3: Trees and Landscape for further information.

Further additional information may be requested; however this will not delay the validation of your consent but may be required prior to a decision being made.

Please do not hesitate to contact the Development Management Administration Team if you require further assistance.

Guidance Notes

Consent to Display an Advertisement



These notes have been written to help you with the submission of your consent.

Consent Forms

Please submit three copies ensuring that all parts of the form are completed and the declaration is signed and dated unless submitted via the Planning Portal.

Please Note: Normally the maximum period for which the Planning Authority will grant consent is five years; but they have discretion to grant consent for a longer period. If consent is required for a specific period of more or less than five years, this requirement should be stated in reply to Question 9 on the consent form.

Location Plan

This plan should be an up-to-date map at an identified scale (i.e. 1:1250 and 1:2500) with the north arrow labelled. The plan should identify sufficient roads and/or buildings on land adjoining the consent site to ensure that the exact location of the development site is clear. The plan should show the consent development site edged in red.

The following companies provide ordnance survey location plans at a charge, however you may wish to source your own company as there may be others available:

Fox's Copy Centre
21 Market Place
Thirsk
North Yorkshire
YO7 1HD
Phone: 01845 523268
Email: foxscopy@btconnet.com

York Survey Supply Centre
Prospect House
George Caley Drive
York
YO30 4XE
Phone: 01904 692723
Email: sales@yorksury.co.uk

Owner's Consent

Permission of the owner of the land or person entitled to grant person must be obtained before the display of any advertisement. To display any advertisement without this permission is an offence, open to immediate prosecution.

Evidence that the Advertisement is Acceptable to the Highway Authority

Where the site is within the boundaries of a highway, evidence that the consent is acceptable to the Highway Authority must be provided.

Description of Advertisement, Size and Illumination

Details of the type of each sign, the dimensions together with details of the type of illumination, if any, must be provided.

Advertisement Drawing(s) to a scale i.e. 1:50 or 1:100, showing the advertisement size, siting, materials, and colours to be used, height above the ground, extent of projection and details of the method and colour(s) of illumination (if applicable). It is a legal requirement that all measurements must be in metric and not imperial. Any drawing submitted using solely imperial measurements will not be accepted and will be returned for metric conversion.

Important Information

The plans submitted as part of any consent considered by the Planning Committee will be scanned and possibly used in a PowerPoint presentation of the scheme. It is essential, therefore, that the plans are sufficiently clear so that the details of the proposal can be easily seen when projected onto the screen.

If the plans are not clear resulting from, for example, discoloured paper or particularly fine line drawings it may be difficult for Members of the Committee to appreciate fully the details of the scheme which could result in a delay in the determination of a consent if Members consider it appropriate to seek further clarification of aspects of the development proposed. Please try to ensure that submitted plans are clear and that they meet the requirements set out in this Guidance Note.

Consent Fee

Please see the Authority's Fee Sheet for further information.

Heritage Statement

Applications for Listed Building consent and for applications for planning permission where these affect a Listed Building, Conservation Area, Registered Park and Garden or Scheduled Monument (all forms of statutorily designated heritage assets) require the submission of a proportionate Heritage Statement with appropriate mitigation necessary to ensure conservation issues are properly addressed. A Heritage Statement may also be required for applications that affect undesignated heritage assets.

Flood Risk Assessments/Sequential Test

This is required to ensure that the implications of flooding are satisfactorily addressed. Flood Risk Assessments/Sequential Tests should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

For further advice please contact the Environment Agency on 01904 692296 or see their website www.environment-agency.gov.uk

Tree Survey/Arboricultural Assessment

Where there are trees within the consent site, or adjacent to it that could influence or be affected by the development (including street trees); information will be required on which trees are to be retained and on the means of protecting these trees during construction works. A suitably qualified and experienced arboriculturalist should prepare this information. The information provided with the consent must be in accordance with British Standard 3998 (2012) Recommendation for Tree Work.

Please see the Authority's Design Guide Part 3: Trees and Landscape for further information.