



## CHECKLIST FOR ADVERTISEMENT CONSENT APPLICATIONS

This checklist sets out the information that should be supplied with an application for Advertisement Consent not accompanied by another application such as for listed building consent or planning permission and contains minimum national requirements and the local requirements that may be applicable.

The national requirements are those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008

**PLEASE NOTE: information provided on the application form and accompanying drawings and documents will be made available on the internet.**

### NATIONAL REQUIREMENTS

**Application Form** for advertisement consent

#### Location Plan

- A plan which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the site is clear and the position of the advertisement should be clearly identified.

**Plans and Drawings** or information necessary to describe the subject of the application, including

- Existing and proposed elevations (eg at a scale of 1:50 or 1:100).
- Advertisement drawing(s) e.g. at a scale of 1;50 or 1;100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable.

#### The Appropriate Fee

**LOCAL REQUIREMENTS – at the present time, we require FOUR copies of forms and associated documentation unless the application is submitted electronically**

**SUPPORTING INFORMATION** may include some or all of the following:

- Planning statement
- Lighting Assessment (where illuminated advertisements are proposed).
- Photographs and Photomontages

Please read these guidance notes carefully before making your application. Applications not accompanied by the required information will not be able to be registered as valid and complete and will be returned with guidance given on the additional information required. To avoid this happening, you may wish to contact a planning officer to clarify the information requirements for your application.

ALL SUBMITTED PLANS MUST BE TO A RECOGNISED SCALE. PLANS THAT INCLUDE THE WORDS "DO NOT SCALE" WILL NOT BE REGISTERED.



If you need help or advice, please telephone numbers given below during office hours:-  
8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,  
P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

**Western Area Team:** Direct Line ( 01926 456532 ) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

**Eastern Area Team:** Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

**Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.**