

Advertisement Consent Validation Checklist

Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

This Validation Checklist covers most Advertisement Consent applications, although in some instances additional information may be required. In these cases, you will be notified in writing by the Planning Officers.

Definition

Advertisements are defined as any word, letter, model, sign, placard, board, notice, awning, blind, device or representation, whether illuminated or not, in the nature of, and employed partly or wholly for the purposes of, advertisement, announcement or direction.

Checklist

Documentation Requirements

Submitting an Application via the Planning Portal

File Type:

- All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files.
- Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

File Size:

- The maximum size of any single attachment must be no more than 10MB.
- In the case of much larger documents like Design & Access Statements, Transport Assessments, Flood Risk Assessments etc, where it proves difficult to create the entire document in less than 10mb, the document should be broken down into sections, labelled accordingly and sized at no more than 10mb.
- All drawings submitted electronically must be A3 or smaller.

Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- Drawing name;
- The relevant scale at that print size (e.g.: 1:50, 1:100);
- A scale bar showing the length of one metre and ten metres; and
- Key dimensions.

National Requirements

The Town and Country Planning (Development Management Procedure) Order 2010 requires three copies plus the original (unless submitted electronically or unless a

lesser amount is deemed acceptable by the local authority). The London Borough of Tower Hamlets requires an original plus two (2) copies of all plans, forms and documents where the application is not submitted via Planning Portal.

For large scale planning applications, please contact the planning department directly to agree the number of copies.

Completed Application Form

The form needs to be completed in full, signed and dated

The Fee

The correct fee as outlined in Communities and Local Government Circular 04/2008 Planning-Related Fees

Location Plan

- All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and should identify all the land to which the application relates. The original plus two copies (unless submitted electronically) should be submitted. Plans should identify buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

- The application site should be edged clearly with a red line
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The Site Plan

A site plan should be submitted, to a stated metric scale, showing:

- the direction of North;
- the development in relation to the site boundaries and other existing buildings on the site;
- all buildings, roads and footpaths on land adjoining the site, including access arrangements (where affected by the proposal);
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land (where affected by the proposal);
- the extent and type of hard surfacing (where affected by the proposal); and
- boundary treatment including walls or fencing where this is proposed.

Design and Access Statements

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

Local Requirements

<p>Existing and Proposed Plans and Elevations (at a 1:50 or 1:100 scale)</p> <p>These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	<p>Required</p>
<p>Heritage Assessment</p> <p>A statement which considers the special significance of heritage assets, and the harm or impacts caused by the development proposal.</p>	<p>Required where the application impacts on the setting of heritage assets, listed buildings or conservation areas.</p>
<p>Lighting Assessment</p>	<p>Required for proposals involving the provision of</p>

<p>Need to provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a schedule of the equipment in the design. An assessment that covers matters such as light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut off, no distraction to the highway, levels of impact on nearby dwellings, use of demountable columns, retention of screening vegetation, use of planting and bunding to contain lighting effects should also be submitted.</p>	<p>publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or where external lighting would be provided or made necessary by the development, provision of flood lighting and tall buildings.</p>
<p>Photographs and Photomontages</p> <p>These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p> <p>Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or listed building.</p>	<p>Required where the proposal involves demolition or development affecting a conservation area or listed building.</p>
<p>Planning Statement</p> <p>A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.</p>	<p>A supporting planning statement will be required for all major applications, major change of use applications or listed building applications.</p>

Further Information

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Either face to face or via telephone: Monday to Friday 9am–1pm;
0207 364 5009