

Validation Checklist V12

Application for Advertisement Consent

PLEASE READ THE ADVICE NOTE ON VALIDATION OF APPLICATIONS BEFORE PROCEEDING

PLEASE SUBMIT A COPY OF THIS CHECKLIST, COMPLETED AS APPROPRIATE, WITH YOUR APPLICATION

A MINIMUM OF 4 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY WHEN A SINGLE COPY IS SUFFICIENT. *Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.* THERE MAY BE CIRCUMSTANCES WHEN THE COUNCIL REQUESTS MORE COPIES.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

The following **must** be included with your application:

- **The Correct Fee¹**
- **The Application Form completed, signed** (unless submitted electronically) **and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** identifying the location of the site by reference to at least two named roads and with the application site outlined in red and any other land owned by the applicant outlined in blue
- **Other plans and drawings necessary to describe the application.** These may include:
 - Existing and Proposed Elevations (Scale 1:50 or 1:100)**
 - Section through the structure on which the sign is to be fixed showing the relationship of the sign and any lighting structures to the building.**
 - Advertisement Drawing(s) (Scale 1:50 or 1:100) to show**
 - **Size (length, width and depth),**
 - **Siting,**
 - **Materials and colours**
 - **Height above ground**
 - **Extent of projection**
 - **Details of methods and colours of illumination (if appropriate) including design of any external lighting**

¹ See [Fees for Applications Guidance Note](#)

LOCAL REQUIREMENTS

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the appropriate boxes and submit the relevant documents with your application. The amount of detail required will depend on the individual case and may vary from minimal to comprehensive. Please consult the Advice Note.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Biodiversity Survey and Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Heritage Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Assessment (where illuminated advertisements are prepared) |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs and photomontages |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning Statement |

If you answer yes to any of the above but do not supply the information your application will be invalid.

Signed:.....

Date:.....

We can provide this document in a variety of other formats including Braille and large print. For further information and help please call our Customer Services Team on 01304 821199 or email customerservices@dover.gov.uk.