

Advertisement Consent

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale). Drawings which say ‘Do not scale’, or similar will not be accepted.
- Indicate the direction of North on layout and location plans.

Drawings should also include the following information:

- A scale bar indicating a minimum of 0-10 meters.
- Have a title to identify the development and subject of the drawing (e.g. Residential development at Forest Road, Tunbridge Wells – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

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.

A minimum of 4 sets of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Correct Fee¹**
- **Application Form, completed, signed (unless submitted electronically) and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue
- **Site Layout Plan (Scale 1:500 or 1:200)**
- **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 Drawings at a scale of 1:50 or 1:100 to show**
 - **Size (length, width and depth),**
 - **siting,**
 - **materials and colour**
 - **height above ground**

¹ see Fees for Applications Guidance Note

Validation Checklist V12

Continued

- **extent of projection**
- **details of means illumination (if appropriate) including design of any external lighting elements to show**
 - **Size (length, width and depth),**
 - **siting,**
 - **materials and colour**
 - **height above ground**
 - **extent of projection**
- **Level(s) of luminance of any illuminated advertisements**

- **Planning Statement**

Further guidance on completing and submitting a planning application is available on our web site.

If we require further information to process your application we will contact you: Your application will then be made invalid until the requested information is received.

If you believe that the information highlighted on the Checklist is not required then you must state the reasons why we should not make your application invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in other formats (large print, Braille, audiotape, other language) please phone 01892 526121 or planningcomments@tunbridgewells.gov.uk.

Signed:.....

Date:.....