HYNDBURN
The place to be
an excellent council

9. APPLICATIONS FOR ADVERTISEMENT VALIDATION REQUIREMENTS

Please see the Full Validation checklist for more detail

This information is always required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application will be delayed until it is provided.

The case officer may request other information after the application has been registered

	NATIONAL REQUIREMENTS	√
N1	**Application Form :**Answer all questions	
N2	**Correct Fee**	
N6	**Location Plan** This should: • Be up to date and of Ordnance Survey quality • Be At a scale of 1:1250 or 1:2500 • Show a North point. • Show at least two named roads • Show surrounding buildings which are named or numbered. • Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development. • Show the exact location of the Advertisement	
N7	**Site Plan** This should: • Be at a scale of either 1:500 or 1:200 • Show the direction of North • Show the proposed Advertisement in relation to the site boundaries and other existing buildings on site • Include written dimensions including those to the boundaries	
N8	**Floor Plans** • To show the position of the proposed advertisement These should: • Be drawn to a recognised metric scale, preferably 1:50 or 1:100	
N9	**Elevations.** Required for Applications for Advertisement Consent to show: • The size and position of the proposed advertisement in relation to the associated site and buildings (showing the complete affected elevation) • Height above ground level • Amount of projection • Sections • Materials & Colours • Method of fixing	
	LOCAL REQUIREMENTS	
L3	**Supporting Planning Statement** **Required:** • For Adverts : to address public amenity	
L24	**Lighting Scheme including a Light Pollution Assessment** **Required:** • For illuminated advertisements	
L32	**Copies of Applications on CD** **Required for:** • All hard copy/paper applications • Major applications when requested during pre application discussions	

Applicants are encouraged to submit and pay for planning and other applications electronically using the Government's Planning Portal service on the internet – **www.planningportal.gov.uk**

The Council will process applications submitted on paper. These require

    (i)   1 copy of each document, plan and form.

    (ii)   1 copy of all the application documents on CD in PDF format.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance.