

APPENDIX C - ADVERTISEMENT CONSENT VALIDATION CHECKLIST 2010

Please note that if the application is submitted electronically, via the [Planning Portal](#) your application will be processed quicker and it will save the Council money in processing the application.

Please only submit the application on paper as a last resort and if you have any doubts about what is needed, please contact us **before** you submit your application.

Your application MUST include the following:	
2 copies of the completed application form, signed and dated	Yes/No
The correct fee: (tick as appropriate) <ul style="list-style-type: none"> • £95 – business signs on the premises • £335 – most other signs (If no fee is required please explain why together with any supporting documents)	Yes/No
The following plans will be required: (all dimensions must be metric)	
2 copies of an Ordnance Survey based location plan. It should <ul style="list-style-type: none"> • be at a scale of 1:1250 or 1:2500 • show at least two (if practicable) named roads • show surrounding buildings (named and numbered) and • show the direction of North. The application site should clearly be edged with a red line and any other land you own should be edged with a blue line.	Yes/No
In the case of advertisements to be erected on land - 2 copies of the existing and proposed site layout or block plan (where changes are proposed) at a scale of 1:100 or 1:200 or 1:500. This should include: <ul style="list-style-type: none"> • Direction of north • all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking at your property: • Position of all trees on Land adjoining the site: • Hard and soft landscaping details: and • adjacent houses and buildings including the location of any windows In the case of advertisements on buildings - 2 copies of the existing and proposed relevant elevations at a scale of not less than 1:100	Yes/No
2 copies of the Advertisement drawings at a scale of not less than 1:100 showing:- Size, siring, materials, colours, height above ground level, extent of projection and details of the method and colours of illumination.	Yes/No
The following information may be needed to validate your application, if in doubt please check with us at the number below or via email.	
Photographs and montage	Yes/No
A Tree Survey if any trees are to be removed, lopped or topped.	Yes/No

All sections must be answered for an application to be valid.

If you are in any doubt about the information you are submitting please email the Development Management team on development.control@bury.gov.uk or phone them on 0161 253 5432.