

## 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.

<b>Your application MUST include the following:</b>	
2 copies of the completed application form, signed and dated	Yes/No
The correct fee: (tick as appropriate) <ul style="list-style-type: none"> <li>• £95 – business signs on the premises</li> <li>• £335 – most other signs</li> </ul> (If no fee is required please explain why together with any supporting documents)	Yes/No
<b>The following plans will be required: ( all dimensions must be metric)</b>	
2 copies of an Ordnance Survey based location plan. It should <ul style="list-style-type: none"> <li>• be at a scale of 1:1250 or 1:2500</li> <li>• show at least two (if practicable) named roads</li> <li>• show surrounding buildings (named and numbered) and</li> <li>• show the direction of North.</li> </ul> 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
<b>In the case of advertisements to be erected on land</b> - 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"> <li>• Direction of north</li> <li>• all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking at your property:</li> <li>• Position of all trees on Land adjoining the site:</li> <li>• Hard and soft landscaping details: and</li> <li>• adjacent houses and buildings including the location of any windows</li> </ul> <b>In the case of advertisements on buildings</b> - 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
<b>The following information may be needed to validate your application, if in doubt please check with us at the number below or via email.</b>	
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](mailto:development.control@bury.gov.uk) or phone them on 0161 253 5432.