



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

Application for Consent to display an Advertisement(s) Validation Checklist

NATIONAL REQUIREMENTS

Application form

When required
All applications

What information is required?
Please complete all questions on the form

Fee

When required
All planning applications that incur a fee
Where to look for further information

What information is required?
The correct fee

Full details can be found on the council's website or in the Government Circular 04/2008

Location Plan

Scale: 1:1250 or 1:2500
When required: All applications

What information is required?

- The plan must cover a large enough area to enable the location to be easily found and include at least two road names.
- Identifies the proposed position of the advertisement.
- A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.
- North indicator
- If submitted based on OS data, plan needs to contain the relevant licence information as required by copyright law.

Where to look for further information

Further information is available on the [GOV.UK guidance](https://www.gov.uk/guidance) webpage or the Planning Portal

Elevations (Existing & Proposed)

Scale: 1:100 or 1:50
When required:

- Where advert is proposed on a building
- What information is required?**
 - All sides of the building affected by the advert

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Advertisement drawing(s)

Scale: 1:100 or 1:50

When required: For all new advertisement(s)

What information is required?

Proposed advertisement size, siting, materials, colours to be used, height above ground, extent of projection, details of the method and colour(s) of illumination (if applicable) and sections through

Lighting Details

When required:
Any proposal where illumination is involved

What information is required?

Details of lighting

Please note for all Drawings and plans:

- A4 and A3 drawings are preferred, however larger drawings are acceptable
- If a drawing contains different elements of the proposal, they should be clearly grouped under headings.
- All drawings MUST include the following:
 - Scale of the drawing (eg 1:100, 1:200 as detailed in this document)
 - Title to identify the development and subject of the drawing
 - Unique drawing number which also indicates any revision (eg. 123 Rev B)
 - All revisions should be described to identify any changes (eg 01/09 Rev A Layout changed)
 - Annotation against the drawing to indicate all key external dimensions
 - A clear Scale bar
 - Date plan prepared or amended

LOCAL REQUIREMENTS

Heritage Statement

When required:

- Proposals affecting any Listed Building, including development within the curtilage
- Proposals affecting Scheduled Monuments
- Proposals affecting sites identified on the Cambridgeshire Historic Environment Record
- Proposals affecting sites known to or thought to contain archaeological remains eg unidentified earthworks that appear on historical mapping
- Proposals affecting the character or appearance of Conservation Areas
- Proposals affecting any building included on the East Cambs register of Buildings of Local Interest

What information is required?

- Information provided should be proportionate to the extent of work proposed.

Where to look for further information

Further information and an online template can be found on our website (www.eastcambs.gov.uk/planning/design-and-access-statements)