

Consent to Display Advertisement Validation Checklist

Introduction

Submitting your application can be made easier if you include all of the relevant information listed below. Failure to provide all relevant information may result in delays in validating your application. While our best efforts have been made to cover most Advertisement applications, further information to that listed below may be required in some instances.

Definition

Advertisements are defined as any word, letter, model, sign, placard, board, notice, awning, blind, device or representation, whether illuminated or not, in the nature of, and employed partly or wholly for the purposes of, advertisement, announcement or direction.

Please refer to the Department of Communities and Local Government for latest publication of outdoor advertising signs -

www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements

Checklist

DOCUMENTATION REQUIREMENTS

To assist with application process it would help if all forms, plans and documents relevant to the application were submitted on a compact disc (CD).

Maximum file size is 5mb. Any file greater should be divided into parts and suitably named. See submission guidance on last page.

Drawing Confirmation

All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres

NATIONAL REQUIREMENTS

The Town and Country Planning (Development Management Procedure) Order 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Hackney requires an original plus two (2) copies of all plans forms and documents are required where the application is not submitted via Planning Portal

Completed Application Form

The completed planning application forms, signed and dated.

The Appropriate Fee

The correct fee as outlined in Communities and Local Government Circular 04/2008 Planning-Related Fees.

Location Plan

- All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and should identify all the land to which the application relates. The original plus two copies (unless submitted electronically) should be submitted. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a red line.
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The Site Plan

A site plan should be submitted, the original plus two copies (unless submitted electronically). The site plan should be drawn at an identified standard metric scale. It should show accurately:

- the direction of North;
- the development in relation to the site boundaries and other existing buildings on the site;

and the following, unless these would NOT influence or be affected by the proposed development:

- all buildings, roads and footpaths on land adjoining to site including access arrangements;
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land;
- the extent and type of any hardsurfacing;
- boundary treatment including walls or fencing where this is proposed.

Design and Access Statements

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

For further information refer to - www.hackney.gov.uk/designandaccessstatements or contact the Duty Planner to determine whether a Design and Access statement is required for your application.

LOCAL REQUIREMENTS

The following information is also required with applications.

	Notes
<p>Existing and Proposed Elevations (at a 1:50 or 1:100 scale)</p> <p>These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	<p>Required</p>
<p>Heritage Statement (Listed Buildings Appraisal)</p> <p>This statement should include a schedule of works to the listed building(s). An analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of the adjacent listed buildings maybe required.</p> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p>	<p>Required when the development affects a locally or statutory listed building, the setting of a locally or statutory listed building, the development is within a conservation area or affects the setting of a conservation area.</p>

<p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further Guidance can be found in PPS5: Planning for the Historic Environment.</p>	
<p>Lighting Assessment Need to provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. An assessment that covers matters such as light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut off, no distraction to the highway, levels of impact on nearby dwellings, use of demountable columns, retention of screening vegetation, use of planting and bunding to contain lighting effects should also be submitted.</p>	<p>Required for proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, provision of flood lighting and tall buildings.</p>
<p>Photographs and Photomontages These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.</p>	<p>Required for all Major applications- minimum of 2 3D visuals showing context. Also where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building all telecommunication mast applications and retention of mobile classrooms.</p>
<p>Planning Statement A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.</p>	<p>A supporting planning statement will be required for all major applications, major change of use applications or listed building applications.</p>

Submitting an application via the Planning Portal or on CD

It is recommended that Advertisement Applications are submitted using the Planning Portal and the following requirements met:

<p>File Type All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files. Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.</p>
<p>File Size The maximum size of any single attachment must be no more than 5MB. All drawings submitted electronically must be A3 or smaller.</p>
<p>Electronic Plan Information Requirements All drawings must include the following information:</p> <ul style="list-style-type: none"> ▪ The print (paper) size; ▪ The relevant scale at that print size such as 1:50, 1:100; ▪ A scale bar showing the length of one metre and ten metres; ▪ Key dimensions.

Questions

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Phone: Monday to Friday 9am–5pm on 020 8356 8062.

Face to Face: Monday to Friday 10am–12pm or 2pm–4pm at Hackney Service Centre, 1 Hillman Street, London E8 1DY.

Email: planning@hackney.gov.uk