



Application for Advertisement Consent Validation Checklist

What information do I submit with my application?

Introduction

This document should be used by applicants and agents intending to submit an application for advertisement consent to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers should establish the areas of subject matter and level of detail required to support your application.

The checklist will;

- Identify the type and extent of supporting material necessary
- Give you greater certainty
- Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

National Requirements¹ Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically)

Plans

- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])

Other Information

- The appropriate fee
- Certificate of Ownership (A or B)

Local Requirements

- Statement of Significance - if any heritage assets are affected (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>)
- The Authority can accept photographs or montages as supporting information

Other Local Requirements

- Unique reference numbers are required on all plans and drawings
- All location plans must be correctly licenced and show a valid licence number. This is to ensure that the Council do not breach copyright or national agreements by displaying un-copyrighted material
- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- A clear, accurate, and full description of the proposed works is required

Finally

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

Contact us

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