

VALIDATION CHECKLIST: APPLICATION FOR ADVERTISEMENT CONSENT

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the [Planning Portal](#). However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

Requirements	Guidance Notes
Completed application form.	Application form must be completed in full, signed and dated. The description of the development should accurately reflect all aspects of the proposal requiring advertisement consent.
A plan which identifies the land, to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North.	Typically at a scale of 1:1250 or 1:2500 (or 1:500 for fascia signs on individual properties) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The boundaries of the application site must be edged in red. Any other land within the applicant's control must be edged in blue on the site plan. The immediately adjoining buildings must be numbered or named clearly.
A copy of other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) Advertisement drawings(s) e.g. at a scale or 1:100 (showing size, siting, materials and colours to used, height above ground, extent of projection and details of the method and colours(s) of illumination if applicable. 	All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must also state the paper size at which the scale applies, e.g. scale 1:200 at A3. This information is required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.
The appropriate fee.	Required (see section 24 of guidance note – planning fees): http://www.southwark.gov.uk/downloads/download/506/fees_for_planning_applications . You can make a payment by debit or credit card by calling us on 020 7525 5403 between 10:00 and 16:00, Monday to Friday.

Local List of Requirements

Requirements	Guidance Notes
Photographs and Photomontages	Annotated photographs may be required to indicate the location of the proposed sign(s).
Lighting Assessment	May be required if application includes proposals for illuminated signage or the installation of lighting. See further guidance: http://www.southwark.gov.uk/downloads/download/4408/further_guidance_on_lighting_assessments