



Application for advertisement consent

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the information that is required is not included with your application, then it will be made invalid and we will not register or process it. In this case, we will try and speak directly to you stating what additional information is required and how this can be supplied.

Please supply one copy of each document and plan. Application forms can be obtained from the Council offices or website www.cotswold.gov.uk. Alternatively online applications can be made via the Planning Portal: www.planningportal.gov.uk

If you are unsure about what needs to be supplied with your application please contact Customer Services (01285 623 000).

Once you have completed this checklist please send it or a copy to us with your application.

Information required	Tick when provided
Completed Application Form Including a signed ownership certificate (either A, B, C or D)	
Location Plan: Ordinance survey based, at a scale of 1:1250 or 1:2500. <ul style="list-style-type: none">• Up-to-date, with north marked, and sufficient to locate the site.• Red outline to application site.• Blue outline to other land owned by the applicant• The plan must cover a large enough area to enable the location to be easily found.	
Existing and proposed Block Plan: at a scale of at least 1:500. <ul style="list-style-type: none">• The existing plan must show the existing structures, boundary treatments, trees etc on the site• The proposed plan must show the proposed location of signage	
Existing and Proposed Elevations at a scale of 1:50 or 1:100. <ul style="list-style-type: none">• Show the proposal in relation to the existing site and adjacent buildings.• All sides of the proposal must be shown and labelled.	
Proposed advertisement drawing(s) at a scale of 1:20, 1:50 or 1:100 <ul style="list-style-type: none">• showing advertisement size, siting, materials, colours, height above ground, projection and details of illumination	
Correct Fee where necessary: <ul style="list-style-type: none">• CDC web-site Planning Fees page• Planning Portal Fee Calculator	
Additional information that may be required	Tick when provided
Biodiversity Survey and Report Required if a statutory wildlife site or legally protected species could be affected. Advice is available from the Council website: When is an assessment required? and What information is needed?	



<p>Lighting Assessment For applications involving floodlights or similar:</p> <ul style="list-style-type: none">• Technical details of external lighting and hours of lighting.• A layout plan with beam orientation and a schedule of equipment.• Non-technical summary	
<p>Other Plans May be required depending on factors such as the location or characteristics of the site and the scale and nature of the development. Streetscene: at a scale of not less than 1:200. Detailed drawings of key architectural features: to a scale of at least 1:20. e.g. doors, windows, eaves, etc. for sensitive buildings and locations</p>	

Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.