



Application for advertisement consent and listed building 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)	
Design and Access Statement Required for development: <ul style="list-style-type: none"> • of one or more dwellinghouses: • 1000 or more square meters of floorspace: • or development of 100 square metres or more in a Conservation Area. Design and Access Statement Advice	
Heritage / Historic Environment Statement <ul style="list-style-type: none"> • For further information – Heritage / Historic Environment Statement 	
Correct Fee where necessary: <ul style="list-style-type: none"> • CDC web-site Planning Fees page • Planning Portal Fee Calculator 	
Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable) For further information, e.g. on electronic submission and submitting plans – Making a planning application	
Location Plan: Ordnance 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 including any required visibility splays and access to the site from the public highway • 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 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. 	



<ul style="list-style-type: none">• Where new developments are proposed, plans showing the relationship of the new building to neighbouring buildings should be shown	
Advertisement Drawings at a scale of 1:50 or 1:100 showing the advertisement size, siting, materials and colours to be used, height above ground, extend of projections and details of the method and colour(s) of illumination (if applicable).	
Additional information that may be asked for	Tick when provided
Lighting Assessment - For applications involving floodlights or similar: <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.	
Listed Building Drawings at a scale of not less than 1:20 <ul style="list-style-type: none">• To show windows, panelling, fireplaces, plaster moulding etc. 1:5 sections may be required e.g. for glazing bar/ cill sections.	
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 Block Plan: at a scale of at least 1:500.	
Photographs Including internal and external areas affected, or if demolition is proposed.	

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.