



Application for advertisement consent

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

If the required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: www.planningportal.gov.uk or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website www.cotswold.gov.uk. If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email planning.mail@cotswold.gov.uk

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

Information required	Tick when provided
<p><u>Completed Application Form</u></p> <p>When required:</p> <ul style="list-style-type: none"> All applications <p>Information Required:</p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>	
<p><u>Site Location Plan:</u> Ordnance Survey based, at a scale of 1:1250 or 1:2500</p> <p>When required:</p> <ul style="list-style-type: none"> All applications <p>Information Required:</p> <ul style="list-style-type: none"> Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found Red outline to identify the application site (including visibility splays) and access point to the site from the public highway Blue outline to identify other land owned by the applicant. 	
<p><u>Existing and Proposed Site Block Plan:</u> at a scale of at least 1:500</p>	



<p>When required:</p> <ul style="list-style-type: none">• All applications <p>Information Required:</p> <ul style="list-style-type: none">• The existing site plan must show the existing structures, boundary treatments, trees etc. on the site• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.• Any trees or hedges within the application site or on adjoining properties which are within falling distance of the proposed development• Any new boundary walls or fencing proposed as part of the development• The existing and proposed parking arrangements and details of access to the highway	
<p><u>Existing and Proposed Elevations</u> at a scale of 1:50 or 1:100.</p> <p>When required:</p> <ul style="list-style-type: none">• To show the location of the proposed advertisements if to be attached to a building <p>Information Required:</p> <ul style="list-style-type: none">• All sides of the proposal must be shown and labelled.• Details of the advertisement size, siting, materials, colours, height above ground, projection and details of illumination	
<p><u>Correct Planning Application Fee</u></p> <ul style="list-style-type: none">• CDC web-site Planning Fees page• Planning Portal Fee Calculator	
<p>Additional information that may also be required</p>	<p>Tick when provided</p>
<p><u>Biodiversity Survey and Report</u></p> <p>When Required:</p> <ul style="list-style-type: none">• If proposals could affect any wildlife site, habitat, natural feature or species. <p>Information required:</p> <ul style="list-style-type: none">• Further advice on when an assessment is required can be found here.• Further advice on what information is required can be found here.	



<p>Please note that if surveys are required following the desk based assessment these will be required to be submitted with the planning application.</p> <p>Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.</p>	
<p><u>Lighting Assessment</u></p> <p>When required:</p> <ul style="list-style-type: none">• Applications involving floodlights or larges amount of external lighting. <p>Information required:</p> <ul style="list-style-type: none">• Technical specification• Layout plan with beam orientation• A schedule of equipment• Intended hours of illumination.• Non-technical summary <p>Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light <u>here</u>.</p>	
<p><u>Other Plans</u></p> <p>When required:</p> <p>May be required depending on factors such as the location or characteristics of the site and the scale and nature of the development.</p> <p>Information required:</p> <ul style="list-style-type: none">• 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	

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.