

# London Borough of Lewisham Validation Checklist: Advertisement Consent



The following tables set out what information **must** be submitted with your application to be made valid and what information may be required. If an application is submitted without meeting these requirements it will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

**NB – The information requirements in the tables do not limit the Council’s ability to request additional information in the event that it is found to be necessary during the application’s determination period.**

## Duty Planner Service

The Council offers a duty planner service through which you can discuss your proposals, including validation requirements, with a planning officer and receive written advice prior to the submission of an application. Further details can be found on our website [here](#).

## National List of Requirements (required for all applications)

| No. | Validation Requirement  | What is required?  | Statutory Basis, Development Plan Policy, National Policy and/or Guidance  |
|-----|---|--|--|
| 1.  | <i>Appropriate Fee</i>  | Payment must be made online at time of submission through the Planning Portal.   | The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 2.  | <i>Completed application form (including ownership certificate)</i> | <p>The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring advertisement consent.</p> <p>In terms of ownership, please note that if the declaration on the application form is dated more than 21 days after the date on which notice was served on other owners, the application will be invalid.</p>  | The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)  |
| 3.  | <i>Site Location Plan</i>   | <p>The site location plan must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:1250 or 1:2500 (or larger if appropriate)</li> <li>• include a scale bar</li> <li>• show sufficient roads and buildings adjacent to the application site to identify it exactly</li> <li>• show the direction of North</li> <li>• show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking)</li> <li>• show any other land within the applicant's control edged in blue</li> </ul> | The Town and Country Planning (Control of Advertisements) (England) Regulations 2007   |

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| 4. | <i>Plans and drawings or information necessary to describe the subject of the application</i> | <p>Plans and drawings that are required:</p> <ul style="list-style-type: none"> <li>• Block Plans: existing and proposed at 1:500 scale (showing the position of the proposed adverts in relation to the highway/ footpath/street furniture etc)</li> <li>• Elevations: existing and proposed at 1:50 or 1:100 scale</li> <li>• Advertisement drawings(s): proposed at a scale of 1:50 or 1:100 (showing size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colours(s) of illumination if applicable.</li> </ul> <p>All plans and drawings must:</p> <ul style="list-style-type: none"> <li>• Include a scale bar showing a length of 1metre and 10 metres</li> <li>• Show the direction north</li> </ul> | The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 |
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## Local List of Requirements

| No. | Validation Requirement | When is it required?  | What is required?   | Statutory Basis, Development Plan, National Policy and/or Guidance  |
|-----|------------------------|---|---|---|
| 5.  | Paragraphs and CGIs    | Applications which may impact on the setting of a listed building, locally listed building or conservation area | Photomontage or CGI images showing the proposed new signage upon the existing building or within the existing street scene.   | <p>London Plan (March 2021) Policy HC1 Heritage Conservation and Growth</p> <p>Relevant local Development Plan Policy</p> <p>The <a href="#">NPPE</a> paragraphs relating to the Historic Environment</p> <p><a href="#">NPPG</a> on the Historic Environment</p> |
| 6.  | Lighting details       | All applications for illuminated adverts (internal and external illumination)                                   | <p>The following information is required:</p> <ul style="list-style-type: none"> <li>a statement of compliance, with evidence, to relevant guidance notes produced by the Lighting Engineers and/or Chartered Institution of Building Services Engineers, for the reduction of light pollution.</li> <li>the proposed hours of operation of the illuminated elements</li> </ul> | <p>The Development Plan's provisions relating to light pollution.</p> <p>The <a href="#">NPPE</a> paragraphs relating to highways safety.</p>   |