

**VALIDATION CHECKLIST – 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**

<b>Document Required</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Completed application form, ownership certificate and agricultural land declaration	<p>It is recommended that applications are submitted through the Planning Portal.</p> <p>Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p>	<a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a>	Town and Country Planning (Control of Advertisements) (England) Regulations 2007	
Location Plan	<p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:1250 or 1:2500 (metric).</li> <li>• Be up to date</li> <li>• Include the direction of north</li> <li>• Include sufficient named roads to identify the exact location of the site (wherever possible at least two)</li> <li>• Include all the surrounding buildings, roads and footpaths on land adjoining the site</li> </ul>	<p><a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p>	Town and Country Planning (Control of Advertisements) (England) Regulations 2007	

	<ul style="list-style-type: none"> <li>• Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li> <li>• Include a blue line around all other land owned by the applicant close to or adjoining the application site</li> </ul>			
<p>A copy of the other plans and drawings of information necessary to describe the subject of the application including:</p> <ul style="list-style-type: none"> <li>• Existing and proposed elevations (at a scale of 1:50 or 1:100);</li> <li>• Advertisement drawings e.g. at a scale of 1:100</li> </ul>	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Include written dimensions</li> <li>• Show size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colours of illumination if applicable.</li> </ul>		Town and Country Planning (Control of Advertisements) (England) Regulations 2007	
Relevant fee	<p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure online payment facility.</p>	<p>Please see <a href="https://www.planningportal.co.uk/services/help/frequently-asked-questions/how-much-does-a-planning-application-cost">https://www.planningportal.co.uk/services/help/frequently-asked-questions/how-much-does-a-planning-application-cost</a> to assist in the calculation of the planning fee</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	

<b>Local List of Requirements</b>				
<b>Requirements</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Lighting Assessment	A contour plan may be required which shows the layout of the proposed lighting scheme with beam orientation and lighting spill.		National Planning Policy Framework	
Photographs/Photomontages and Contextual Drawings	Annotated photographs may be required to indicate the location of the proposed sign(s).		Town and Country Planning (Control of Advertisements) (England) Regulations 2007	
Supporting Planning Statement	<p>May be required for Conservation Area location.</p> <p>Statements should:</p> <ul style="list-style-type: none"> <li>• Include a full explanation of the proposal including any relevant background or site history</li> <li>• Identify the context and need for the proposed development</li> <li>• Include an overview of how the proposal accords with the Local Plan and other relevant documents</li> <li>• Details of any consultation undertaken with statutory consultees and the local community</li> </ul>		<p>National Planning Policy Framework</p> <p>St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan 2019</p> <p>National Planning Practice Guidance</p>	

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (2021) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <https://www.stalbans.gov.uk/pre-application-advice>