



COTSWOLD
District Council

Consent to display an advertisement Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for consent to display an advertisement. We reserve the right to request further information that is reasonably required for the determination of the planning application.



Planning applications should be submitted via the [Planning Portal](https://www.planningportal.co.uk) (<https://www.planningportal.co.uk>) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.

Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

- You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.
- If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register



Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.

Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.

The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

National requirements

As a minimum, you must provide the following documents for your planning application to be valid.

 Document type	Is it required for my application?	What information is required?
Application Form	All applications	A completed relevant application form.
Correct Application Fee	All applications	Planning Portal's fee calculator
Design and Access Statement	• Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015 (as amended). • Applications for listed building consent. • Applications for development in a designated area (World Heritage Site or a conservation area), where the proposed development consists of: • one or more dwellings; or • building(s) with a floor space of 100 square metres or more. • Applications that do not need to be accompanied by a design and access statement include: - Applications for waste development - A material change of use - Engineering or mining operations - To amend the conditions attached to a planning permission.	• Explanation of the design principles and concepts that have been applied to the proposed development, and how the development's context has influenced the design. • Explanation of your approach to access and how relevant Local Plan policies have been taken into account; any consultation undertaken in relation to access issues; and how this has informed the proposed development. • Explanation of how any specific issues which might affect access to the proposed development have been addressed. • Details of the existing surface water drainage system, including its current condition. • For applications affecting the historic environment, explain how the principles and concepts of the proposed development take account of the significance of heritage assets, their special interests and setting. • There are some differences between the requirements for applications for planning permission and applications for listed building consent. • For applications that relate to a designated or non-designated heritage asset, or affect one, refer to the Heritage Statement requirement.
Location Plan Scale 1:1250 or 1:2500	All applications	• An up-to-date base map and scaled to fit onto A4 or A3 size paper wherever possible, showing the direction of north. • Sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Application site edged clearly with a red line and includes all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, visibility splays where relevant, landscaping, car parking and open areas around buildings). • A blue line drawn around any other land owned by the applicant, close to or adjoining the

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 Document type	Is it required for my application?	What information is required?
		application site. All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Ownership Certificate and Agricultural Land Declaration	All applications	- Complete certificate to provide certain details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners (and agricultural tenants). - Forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015. - Notify all agricultural tenants on a site prior to the submission of a planning application, and certify that you have notified any agricultural tenants about your application, or that there are no agricultural tenants on the site. - This declaration is required whether or not the site includes an agricultural holding, and is incorporated into the ownership certificates on the standard application form.

Local requirements

The Council requests the following supporting information with a planning application. This is the minimum requirement to be included in your supporting document to enable us to validate your application. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.

 Document type	Is it required for my application?	What information is required?
Advertisement drawings	All applications	- Drawings at a metric scale of the proposed advertisement. Showing the dimensions of the advertisement, and position on the land or building in question. - For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection. - All drawings must include a title, drawing number, confirmation of the scale, and a scale bar.
Detailed Plans and Drawings Scale 1:20, 1:5 or 1:1.	- Applications for listed building consent where it is proposed to alter or replace existing features, or insert new features, including doors, windows, chimneys, shopfronts, signage, panelling, fireplaces, plaster mouldings or other details. - Applications for planning permission where it is proposed to alter, replace or insert new external doors, windows, chimneys, signage and/or shopfronts, and such works would directly or indirectly affect a designated or non-designated heritage asset (N.B. works which only affect the interior of a building do not normally require planning permission).	- Design and detailing of new or replacement features; and proposed materials and finishes. For example, full joinery details should show the construction of the new windows / doors. These should include elevations at metric scale of 1:5, horizontal and vertical sections at a scale 1:5, and glazing bar profiles/ sections at a scale of 1:1. - All drawings must include a title, drawing number, confirmation of the scale, and a scale bar.
Elevations – Existing Scale 1:50 or 1:100	- Where development extends floor space. - Where alterations and/or extensions to an existing building(s) are proposed. - When a new dwelling or building is proposed. - Where any development is proposed below ground level. - Where structures are to be demolished that form part of the proposal.	- Every elevation of the building e.g. front, rear and side(s) and state the direction in which each elevation faces e.g. rear (south). - Position and size of all windows and doors. - Any buildings, walls or features to be demolished. - All drawings must include a title, drawing number, confirmation of the scale, and a scale bar.

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 Document type	Is it required for my application?	What information is required?
Elevations – Proposed Scale 1:50 or 1:100	- Where development extends floor space. - Where alterations and/or extensions to an existing building(s) are proposed. - When a new dwelling or building(s) are proposed. - Where any development is proposed below ground level.	- Every elevation of the building, for example front, rear and side(s) and state the direction in which each elevation faces, for example rear (south). - Position and size of all windows and doors - Colour and type of finishing materials to be used. - Outline elevations of other buildings that are close to the development. - Where amenity maybe affected, drawings of neighbouring properties must be at scale or it must be made clear that they are not to scale.
Site Plan - Existing and Proposed Scale 1:200 or 1:500	All applications	- Up to date map, showing the scale and direction of north. - Size, position and use of buildings, in relation to the property boundary. - Pedestrian, cyclist and public transport access, as well as vehicular access, for example the position and width of adjacent streets. - Trees and hedges within the application site or on adjoining properties, which are within falling distance of the proposed development
Heritage Statement (also known as a Statement of Heritage Significance)	Applications that affect the significance of any designated and non-designated heritage assets, either directly or by being within its setting.	- Describe the significance of any heritage assets affected, including any contribution made by their setting. - Level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. - Consult the County Historic Environment Record, as a minimum, and assess the heritage assets using appropriate expertise where necessary. - Consult conservation area appraisals where published.
Lighting and Light Pollution Assessment	Where artificial lighting, for example floodlights, may affect the surrounding area or ecology.	- Technical specification, including light intensity - Layout plan with beam orientation - A schedule of equipment - Intended hours of illumination - Possible impacts on ecology and dark skies - Non-technical summary - reference should also be made to additional lighting which may impact upon living conditions of existing residents.

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 Document type	Is it required for my application?	What information is required?
		Further light pollution national guidance is available.
Photographs/photomontages	Desirable for all applications	- Where relevant, photographs or photomontages can be submitted to assist in showing location, description, type, position etc. of the proposed advertisement. - All drawings must include a title, drawing number, confirmation of the scale, and a scale bar.
Supporting Planning Statement	All applications	- Description of signs, size, and the type of each sign for which the application is being made. - If any signs are to be illuminated, describe the type of illumination e.g. external, floodlight, flashing. - Context and need for the proposed development, including an assessment of how the development accords with relevant national and local planning policies, and identification of the benefits/financial viability of proposal where this is relevant. - Details of consultations with the Council, statutory consultees and the wider community.
Sustainability Statement	All applications (Currently, only required for applications submitted to West Oxfordshire).	- Sufficient information to demonstrate how all of the sustainability standards in the Sustainability Standards Checklist have been addressed. - Energy Performance Statement. - Cross-reference other supporting documentation.
Any other plans, information or statements required as part of the Pre-application advice process	All applications	Any other plans, information or statements where additional information may be necessary for the purpose of the application that have been requested as part of the pre-application advice process.

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