



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 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>Design and Access Statement</u></p> <p>When required:</p> <p>For development:</p> <ul style="list-style-type: none">Applications for major development, as defined in <u>article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015</u> <p>Applications for development in a designated area, where the proposed development consists of:</p> <ul style="list-style-type: none">One or more dwelling houses:Development which would result in 100 square metres or more of floor space.	



- Applications for listed building consent.

Information Required:

Further advice on what information should be included within a Design and Access Statement can be found [here](#).

Please note that details of existing surface water drainage systems should be included.

Heritage / Historic Environment Statement

When required:

- Where proposals may affect a designated or undesignated heritage asset, including archaeologically sensitive areas (e.g. Scheduled Monuments); historic buildings (e.g. listed buildings) or historic landscapes (e.g. registered parks).

Information required:

The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impact of the proposals on the significance of the heritage asset(s) affected. As a minimum the Historic Environment Record should be consulted. The statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The statement will need to demonstrate that the historic character and distinctiveness of the locality has been assessed and taken into account when preparing proposals.

Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation

For further advice on what information is require please see [here](#).

Correct Planning Application Fee

- [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 not acceptable)

For further information, e.g. on electronic submission and submitting plans – [Making a planning](#)



<u>application</u>	
<p>Site Location Plan: 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>Existing and Proposed Elevations and Floor Plans at a scale of 1:50 or 1:100.</p> <p>When required:</p> <ul style="list-style-type: none">• Where alterations and/or extensions to an existing building are proposed,• When new building are proposed• Where any development is proposed below ground level <p>Information Required:</p> <ul style="list-style-type: none">• All sides of the proposal must be shown and labelled.• Where new buildings are proposed, plans showing the visual relationship of the new building(s) to neighbouring buildings should be shown• Floor Plans should detail any walls to be demolished/altered and show the uses of each room	
<p>Advertisement Drawings at a scale of 1:50 or 1:100</p> <p>Information Required:</p> <ul style="list-style-type: none">• 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
<p>Heritage / Historic Environment Statement</p> <p>When required:</p> <ul style="list-style-type: none">• Where proposals may affect a designated or undesignated heritage asset,	



<p>including archaeologically sensitive areas (e.g. Scheduled Monuments); historic buildings (e.g. listed buildings) or historic landscapes (e.g. registered parks).</p> <p>Information required:</p> <p>The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impact of the proposals on the significance of the heritage asset(s) affected. As a minimum the Historic Environment Record should be consulted. The statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The statement will need to demonstrate that the historic character and distinctiveness of the locality has been assessed and taken into account when preparing proposals.</p> <p>Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation</p> <p>For further advice on what information is require please see here.</p>	
<p>Listed Building Drawings at a scale of not less than 1:20</p> <p>When required:</p> <p>When the proposed advertisements would attach to a listed building.</p> <p>Information required:</p> <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.	

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.