



Validation Criteria for applications for Advertisement Consent

If you are making an application for Advertisement Consent, the following plans or information should be provided. Once you have completed this checklist, please send it or a copy to us, with your application.

- The following information must be submitted. If you think some information requested is not relevant to your application, please explain why not.
- **Failure to provide the information requested may invalidate your application and it will be returned to you as incomplete.**
- **One original plus one copy** of each document & plan is required unless the application is submitted electronically. However we reserve the right to ask for extra electronic or paper copies of plans or information we think is necessary to assess and publicise your application properly.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
Completed form (signed and dated)			
Plans - All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0 - 10 Metres			
Location Plan (at a scale of 1:2500 or 1:1250 as may be necessary to fulfil the criterion below). This should show the application site outlined in red, including access to the highway. Any other adjoining land owned or controlled by the applicant should be outlined in blue.			
Site/Block plan (at a scale of 1:200 or 1:500). This should show the direction of North and enable the precise identification of the property and the proposal in association with surrounding and adjoining properties.			
Advertisement Drawings (at a scale of 1:100). Advertisement drawing(s) (showing advertisement size, siting, materials and colours to be used (specifying colour references), height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable).			
Existing and proposed elevations (at a scale of 1:50 or 1:100). If the Advertisement is to be sited on a building, existing and proposed elevations should be included, showing the Advertisement in situ. Existing and Proposed elevations should be shown separately.			
The appropriate fee			

In addition to the information that **MUST** be submitted with your application, the following information *may* also be required, dependant on the particulars of your application (see **Validation Checklist Guidance Note**).

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
Supporting planning statement (optional at applicant's discretion. Including one may assist Officers when considering your application)			
Details of any lighting scheme, including a light pollution assessment (required for illuminated advertisements/signs)			
Photographs/photo montages (at applicants discretion)			

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Application Regulations 1988. Failure to submit the information required by the Direction may result in the application being treated as invalid under article 5(4) of the Town and Country Planning (General Development Procedure) Order 1995.

Should you require further guidance, please contact: Planning Services, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB
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