



ADVERT CONSENT NATIONAL AND LOCAL VALIDATION CHECKLIST

Uttlesford District Council Local Validation Checklist has been prepared in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning Act 1990 (as amended).

Current version:	July 2024
Amendment:	

NATIONAL REQUIREMENTS – in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	When required?	What is required?
Completed application form	All applications	<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 planning permission.</p> <p>Failure to use the correct forms will delay the application and make it invalid.</p> <p>An ownership certificate A, B, C or D must be completed stating the ownership of the property. Certificate A should be completed if you are the owner of the building / land or you have a freehold interest or leasehold interest with at least 7 years left to run. If Ownership Certificate B is completed, Notice 1 is required; If Ownership Certificate C is completed, Notices 1 and 2 are required; If Ownership Certificate D is completed, Notice 2 is required;</p> <p>You must complete and submit only one certificate with your application. Please note that if the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.</p> <p>Agricultural Holdings Certificate – even if your application is for non-agricultural use – to confirm whether or not any of the land to which the applications relates is, or is part of, an agricultural holding. Guidance on how to fill out these forms can be found at the Planning Portal web site.</p>

<p>Location Plan</p>	<p>All applications</p>	<p>A plan which:</p> <ul style="list-style-type: none"> • Identifies the land to which the application relates (properties shown should be numbered or named to ensure that the exact location of the application site is clear). • Is drawn to an identified metric scale (scale bar included on drawing). • Shows the direction of North. • Site outlined in red with a blue line around any other land owned by the applicant which is close to or adjoining the application site; • Shows all the land necessary to carry out the development within the red outline – for example, land required to access the site from a public highway to where it meets the road, visibility splays, landscaping, car parking and open areas around buildings. • Is based on an up-to-date map. This should be at an identified scale of 1:1250 or 1:2500 • Should wherever possible show at least two named roads surrounding buildings.
<p>Planning Fee</p>	<p>All applications with a fee</p>	

Local Validation Requirements (Local List)

Plans / Elevations / Section Drawings – General Guidance for All Drawings and Plans

In addition to the Location Plan and Block Plan as referred to above, all drawings (excluding supplementary renders or sketches) must include:

- A title and drawing number (with the relevant revision number as necessary)
- The paper size
- A recognised scale (1:0, 1:100, 1:200, 1:500, 1:1250 or 1:2500), and including scale bar and identifying the relevant scale at that print size (e.g. 1:50 at A3 or 1:100 at A3) – the wording ‘do not scale’ should not be used (unless in the form ‘do not scale, except for planning purposes’).
- The proposed development shown in relation to the site boundaries and other existing buildings on the site;
- Neighbouring properties and neighbouring windows must always be shown on plans, elevations and sections (both existing and proposed);
- Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings
- For major applications, existing and proposed plans must be shown on separate drawings (unless amendments are proposed);
- For householder and minor applications both the proposed and existing plans can be shown on the same plans;
- When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (e.g. A4 or A3)

For additional plans and documents the level of detail provided should be proportionate to the scale / complexity of the development.

Drawing Type	When required?	What is required?
1. Advertisement Consent drawings	All Applications for Express Consent	Must include: <ul style="list-style-type: none"> • Existing elevation (no less than a scale of 1:100) or a clear photograph(s) of existing building; • Elevations of all proposed adverts on building, pole or hoarding; • Drawing of each advert at a scale of 1:20 noting all colours and materials; • Sections of all proposed adverts at a scale of 1:20 showing the building and how the signage would be affixed; details of any illumination, including internal illumination, whether it would be static or moving / revolving display. • Height of lettering

Supporting Statements / Information			
Requirement	Which applications?	What is required?	Justification
Lighting Assessment	Where external lighting or flooding is provided or made necessary by development in: <ul style="list-style-type: none"> • A publicly accessible place • The vicinity of residential property, listed building or conservation areas • The vicinity of sites of importance for wildlife and nature conservation or the open countryside and • Sites adjacent to a public highway 	The Assessment should include: <ul style="list-style-type: none"> • A layout plan showing details of the number, type, location, size, column heights, intensity and beam orientation and a schedule of the proposed equipment. • For areas where outdoor floodlighting is proposed a lux contour plan must be provided • Details of any directional hoods and other mitigation equipment • The proposed hours of operation of the lighting • The potential impact on wildlife and • Any potential impact on the visibility and appreciation of the night sky • The impact on residential properties or other sensitive receptors with reference to the Institute of Lighting Professionals' Guidance Notes for the Reduction of Obtrusive Light 	NPPF Planning Practice Guidance Uttlesford Local Plan
Memorandum of Understanding	All applications submitted by or on behalf of Uttlesford District Council		

Note: All drawings must be suitable for scanning and display electronically, and must comply with the appropriate Copyright Legislation and permissions. Please note that applications can be submitted electronically via the Planning Portal - [Applications - Applications - Planning Portal](#).