

Checklist for Advertisement Consent

Recommended Information sought to validate and enable timeous processing of an application

It is important that all the required information is submitted at the start of the planning process in order to avoid unnecessary delay. Failure to submit the information may result in an application being refused. Please seek pre- application advice for clarification on the level and detail of information required.

https://www.highland.gov.uk/info/205/planning_-_policies_advice_and_service_levels/785/pre-application_advice

Plans should be submitted through the eDevelopment.scot portal facility
<https://www.edevelopment.scot/eDevelopmentClient/>

Plans should show all scaled dimensions, including the distance to boundaries. Scaled dimensions must be metric and a scale bar should be included. Plans must not say “do not scale”.

Plans should preferably be sized A3 or A4 where possible. Plans, documents and individual files should not exceed 5MB and should be in PDF format. Please ensure that plans are titled, include the site address, a drawing number, and revision number and date where applicable.

In certain circumstances, particularly larger applications, additional paper copies may be consultation purposes.

Requirement	Description	Required
Completed Application Form	1 copy of Application for Advertisement Consent completed, signed and dated. Applicants should use the <i>e-application form</i> available from the Scottish Government website or The Highland Council website. Applications should be submitted on-line or sent to the EPC at the address given on the form.	<input type="checkbox"/>
Appropriate Fee	The current scale of charges can be viewed on the Council's website https://www.highland.gov.uk/info/205/planning_-_policies_advice_and_service_levels/780/planning_advice_-_planning_and_building_standards_fees	<input type="checkbox"/>
Location Plan	The location plan should be based on an up-to-date Ordnance Survey map at a scale of 1:2500, (1:1250 for urban sites), clearly identifying: <ol style="list-style-type: none"> the position of the building to which the advertisement relates and its situation in relation to the locality and in particular neighbouring properties and roads; outline the site in red; at least 2 named roads (if appropriate) should be identified; and if the site is in the countryside an Ordnance Survey plan at a scale of 1:10,000 for identification purposes. 	<input type="checkbox"/>
Site Plan	This should be at a scale of 1:500 or 1:200 as appropriate, showing: <ol style="list-style-type: none"> The site clearly shown in red; The direction of north; 	<input type="checkbox"/>

	c. Identify the proposed advertisement in relation to the site.	
Proposed Elevations and additional details	<p>This should be at a scale of 1:50 or 1:100, showing:</p> <ul style="list-style-type: none"> a. each elevation of the location of the proposed advertisement; b. the style, materials and colours of the advertisement, including those used for lettering, logos, background colour; the means of fixing the sign to the display area and the colour of any sign supports, given to B.S specification; c. where an advertisement is to be displayed on a building or structure, the drawings should clearly show the proposed advertisement in relation to existing advertisements by means of a full elevation drawing showing the advertisement on the building d. include written dimensions; e. the height from the underside of the advertisement to ground level; f. sections/side elevations indicating the extent of projection from the building or existing structure; g. if illuminated (internally or externally), the type of illumination and details of any intermittent lighting. h. details of the method of fixing the signs and associated electrical connections. 	<input type="checkbox"/>