

Requirements for Application for Consent to Display an Advertisement(s)

National Requirements:

- **Completed application form**
(1 original + 3 copies to be supplied unless the application is submitted electronically)
- **A plan which identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement, is drawn to an identified scale and showing the direction of North**
(1 original + 3 copies to be supplied unless the application is submitted electronically)
- **A copy of other plans and drawings or information necessary to describe the subject of the application**
(1 original + 3 copies to be supplied unless the application is submitted electronically)
including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colour(s) to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable))
- **Appropriate fee**

Richmond Council's Requirements:

- **Supporting planning statement** (Optional at applicant's discretion)
- **Details of any lighting scheme including a light pollution assessment** (Required for illuminated advertisements/signs)
- **Photographs**