



Development Management
South Lakeland District Council
South Lakeland House
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Application for advertisement consent **Validation Checklist**

**This checklist should be read in conjunction with the Planning Validation Checklist Guidance document.
This gives detailed information of what is required.**

National Requirements

Form

- Two copies of a completed form (unless submitting electronically).

Plans

- Site location plan**
Two copies (unless submitting electronically) of an up-to-date Ordnance Survey based site location plan. This should be drawn to a metric scale of 1:1250 or 1:2500 on either A4 or A3 size paper. It should show the direction of North, the site should be centred and there should be at least two named roads and/or recognisable landmarks. The boundary of the application site should be edged carefully in red and the position of each sign should be clearly indicated.
- Elevations of building(s) or structure(s)**
Two copies (unless submitting electronically) of metric scaled drawings (1:50 or 1:100) showing existing and proposed elevations of the building or structure where the sign(s) is to be sited.
- Detailed drawings of the sign(s)**
Two copies (unless submitting electronically) of metric scaled drawings (1:50 or 1:20) showing details of the size of the overall sign and the individual lettering or images, siting, materials and colours, the height of the sign above the ground, the extent of projection and the method, type and colour of any illumination. These plans should include as much information as possible for clarity.

Other information

- Appropriate fee.
- Ownership Certificate.

Local Requirements

The following information may also be required:

- Lighting assessment (only where illuminated advertisements are proposed)
- Photographs or photomontages

Guidance

Further details of the local requirements listed above and when they apply is available in paper form by request or from the council's website: www.southlakeland.gov.uk