

Application for consent to display an advertisement(s)

Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Important information

This form is issued by Planda Portal in compliance with government criteria, designed exclusively for submitting information to your Local Planning Authority as required by relevant legislation. Please note that once this document is downloaded, Planda Portal retains no visibility into the form or any data entered. How you use this form from that point forward is entirely up to you, including your decision to complete and submit it to the Local Planning Authority in line with the declaration terms.

Once submitted, the Local Planning Authority is responsible for advising you on how your data will be processed. For comprehensive details regarding their legal, regulatory, and commercial data protection policies, please consult the authority's official website.

This form is specifically designed to be printed and completed offline. Please complete this form in block capitals using black ink to facilitate scanning. You are advised to read the accompanying guidance notes and per-question help text. Submit your application online on [Our Website](#).

Publication on Local Planning Authority websites

Information submitted in this form and its attachments will be added to the public planning register. Please verify that all details are correct and that no private or sensitive information is included. Direct any inquiries to the Local Planning Authority for clarification.

① Applicant Details

Title	First Name	
Last Name:		
Company (optional):		
Unit:	House number:	House suffix:
House name:		
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Country:	Postcode:	

② Agent Details

Title	First Name	
Last Name:		
Company (optional):		
Unit:	House number:	House suffix:
House name:		
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Country:	Postcode:	

③ Site Address Details

Please provide the full postal address of the application site.

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Describe location or grid reference if postcode is unknown.

Easting:

Northing:

Description:

④ Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

☐ Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY) (must be pre-application submission):

Details of pre-application advice received?

⑤ Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

☐ Yes

☐ No

If Yes, please provide details:

⑥ Authority Employee / Member

A key principle in decision-making is that the process should be open and transparent. In this context, "related to" refers to connections, whether by birth or otherwise, that are significant enough for a reasonable and informed observer to determine that bias may exist on the part of the decision-maker within the local planning authority.

Do any of the following statements apply to you and/or agent?

With respect to the authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

- ☐ Yes
- ☐ No

If Yes, please provide details of their name, role and how you are related to them.

⑦ Type of Proposed Advertisement(s):

Please describe the proposed advertisement(s):

Please indicate the number of the following types of advertisement(s) you are applying for:	Number of advertisement(s)
Application for fascia sign(s)	
Application for a projecting or hanging sign(s)	
Application for a hoarding(s)	
Other	

If you selected Other, please describe:

⑧ Location of Advertisement(s)

Is the advertisement you are applying for already in place?

- ☐ Yes
- ☐ No

If Yes, please provide details of when the use or work started:

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

If Yes to either or both above, please show the existing sign(s) on an elevation drawing or photograph and state the references for the drawing(s) or photographs.

Will the proposed advertisement(s) project over a footpath or other public highway?

- ☐ Yes
- ☐ No

9 Advertisement Period

Please state the period of time for which consent is sought for the advertisement :

From:

To:

Date in DD/MM/YYYY
Format

10 Interest in the Land

Does the applicant own the land or buildings where the adverts are to be placed?

- ☐ Yes
- ☐ No

If No, has the permission of the owner or any other person entitled to give permission for the display of an advertisement been obtained?

- ☐ Yes
- ☐ No

If No, why not?

11 Details of Proposed Advertisement(s)

Please provide a full description of each proposed advertisement (e.g. fascia sign, box sign, projecting sign, hoarding, flag etc)

Type	Advertisement 1	Advertisement 2	Advertisement 3
a) The height from the ground to the base of the advertisement (in metres)			
b) The dimensions of the proposed advertisement(H x W x D) (in metric)			
c) The maximum height of any of the individual letters and symbols (in metric)			
d) The colour of the text and background			
e) Materials of the proposed sign(s)			
f) The maximum projection of advertisement from the face of the building			
Will any of the sign(s) be illuminated	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
If Yes for any of the proposed signs, answer g), h) and i)			
g) Details of method of illumination (internally illuminated/externally illuminated)			
h) illuminance levels (cd/m)			
i) Will the illumination be static or intermittent?			

⑫ Planning Application Requirements - Checklist

Please review the checklist below to ensure that you have submitted all necessary information to support your proposal. If any required information is missing, your application will be considered invalid. It will only be deemed valid once all information requested by the Local Planning Authority (LPA) is provided.

- ☐ The original and 3 copies* of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north:
- ☐ Drawings
The drawing of the proposed advertisement should show its dimensions and position on the land or building in question. For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection. A site location plan should also be provided which identifies the proposed position of the advertisement and location of the site by reference to at least two named roads. It should be drawn to an identified scale and show the direction of North. Ordnance Survey maps are not required. Photographs and photomontages may be used. The original and 3 copies of each drawing should be provided:
- ☐ The correct fee:
- ☐ Description of signs, size and illumination
The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated please describe the type of illumination, e.g. internal, external, floodlight, etc, and whether the illumination will be static, flashing, or have moving parts. The original and 3 copies of each description should be provided:
- ☐ The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north:
- ☐ The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

Owner's consent: It is a condition of every consent granted by or under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained. To display any advertisement without this permission is an offence, open to immediate prosecution. Where the site is within the boundaries of a highway, evidence that the application is acceptable to the highway authority must be provided.

13 Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

Cannot be pre-application

14 Applicant Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

15 Agent Contact Details

Country code:

National number:

Extension no.:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

16 Site visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

☐ Yes

☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

☐ Agent

☐ Applicant

☐ Other (if different from the agent/applicant's details)

Contact name:

Telephone number:

Email address: