

Application for Advertisement Consent Checklist

Part One:		
Minimum Statutory Requirements to make an Application Valid		
Requirement	Description	Required
Completed Application Form	3 copies of all forms completed, signed and dated. Applicants may use the Aberdeenshire Council planning forms or the e-form produced by Scottish Government.	✓
Appropriate Fee	The current scale of charges can be viewed on the Council's web site or obtained from the local planning office.	✓
Location Plan	Based on an up-to-date Ordnance Survey map at a scale of 1:2500 or smaller (1:1250 for urban sites), clearly identifying: <ol style="list-style-type: none"> a. The position of the advertisement (the site) and its situation in relation to the locality and in particular neighbouring properties and roads; b. Outline the site in red; c. At least 2 named roads should be identified; and d. If the site is in the countryside an Ordnance survey plan at a scale of 1:10,000 for identification purposes. 	✓
Site Plan	This should be of a scale of 1:500 or 1:200 as appropriate, showing: <ol style="list-style-type: none"> a. The site clearly shown in red; b. The direction of north; c. Identify the proposed advertisement in relation to the site boundaries and other existing buildings on the site. 	✓
Proposed Elevations and Other Plans	This should be at a scale of 1:50 or 1:00, showing: <ol style="list-style-type: none"> a. All sides of the proposed advertisement; b. The style, materials and colours of the advertisement, including those used for lettering, logos, background colour; 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 what is already there (full elevation drawing showing the advertisement on the building, with written dimensions); d. The height from the underside of the advertisement to ground level; e. Sections/side elevations showing the thickness of the advertisement, and extent of projection from the building or existing structure; f. If illuminated (internally or externally), the type of illumination and intensity, and details of any intermittent lighting. 	✓

Notes:

Do not scale - Plans must not say "do not scale". Alternatively, plans submitted showing all scaled dimensions, including the distance to boundaries would be accepted. Scaled dimensions must be metric.

Number of Plans - Generally 3 copies of all documents, forms and plans should be submitted. For electronic submissions (unless submitted via the Scottish Government's e Planning online planning application system) plans, documents and individual files should not exceed 5mb and should be in PDF format.

Plan titles and number - ensure that plans are titled, include the site address, have a drawing number, and revision number where applicable.