

Submitting Planning Applications – Applicant/Agent Checklist - Advertisement Application

This application is submitted On-Line

1. Application Form Completed to include the following

- | | | | | | |
|--|--------------------------|----------------|--------------------------|-------------------------------|--------------------------|
| Applicant Details | <input type="checkbox"/> | Agents Details | <input type="checkbox"/> | Site Address (inc. post code) | <input type="checkbox"/> |
| Ownership certificates | <input type="checkbox"/> | Proposal | <input type="checkbox"/> | Materials | <input type="checkbox"/> |
| Additional information | <input type="checkbox"/> | | | | |
| Completed and submitted on-line and copy saved | | | | | <input type="checkbox"/> |
| Contact list included telephone number and e-mails | | | | | <input type="checkbox"/> |
| (Not to be made available on the web site) | | | | | <input type="checkbox"/> |

2. Site Plan

- | | |
|---|--------------------------|
| A site plan at a scale of 1:1250 or 1:2500 | <input type="checkbox"/> |
| Site Boundary indicated by a red line | <input type="checkbox"/> |
| Material Ownership of adjoining Land shown by a blue line | <input type="checkbox"/> |

3. Drawings

- | | |
|---|--------------------------|
| All dimensions are in metric at a scale of 1:50 or 1:100 for elevations | <input type="checkbox"/> |
| Drawings have the scale or scale bar | <input type="checkbox"/> |
| Drawings have critical dimensions | <input type="checkbox"/> |
| North is indicated on all drawings | <input type="checkbox"/> |
| The location all free standing advertisements on site (Including a list of existing and proposed) | <input type="checkbox"/> |
| List of Drawings submitted (Drawing paper size should be A3) | <input type="checkbox"/> |
| List of other document submitted | <input type="checkbox"/> |

4. Photographs

List of Photographs/photo montages with context and purpose explained

Photographs provided on CD/DVDs

5. Supporting Statements

A list of supporting statements

Planning

Consultation

Other

7. Pre-Application Discussion

List of documents included e.g. letters, minutes etc

8. Fees

Fees Check with the Council

Paid on-line

Paid by cheque