

**PETERBOROUGH CITY COUNCIL
NATIONAL AND LOCAL REQUIREMENTS FOR MATERIAL TO BE SUBMITTED**

APPLICATION FOR ADVERTISEMENT CONSENT

Please use the boxes on the left hand side of the page as a check list and tick all the relevant boxes to indicate which plans/documents have been included with your application.

A definition of and useful links for each of the following requirements is available on Peterborough City Council's [1App Glossary](#) web page. Please contact Planning Services on (01733) 453410 if you have any queries regarding the need or content of the requirements.

IN ALL CASES WE REQUEST 6 COPIES OF FORMS AND PLANS.

The National Statutory Requirement is 1 original and 3 copies of the application unless submitted electronically.

NATIONAL REQUIREMENTS

The following information **must be submitted**:

One original and 3 copies of the form and 4 copies of all other items listed. If submitted electronically, no copies are required.

- The completed standard application form
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North and with a scale bar included
- Detailed drawings showing the existing elevations (the appearance of the property from all sides affected by the proposal) to an appropriate scale, usually 1:100 and with a scale bar or metric measurements included
- Detailed drawings showing the proposed elevations (showing the proposal against existing building from all sides) to an appropriate scale, usually 1:100 and with a scale bar or metric measurements included
- Detailed advertisement drawings showing the advertisement(s) size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable. If the sign is internally illuminated drawings showing a section through the sign will be required to show the position and number of lights. All details should show a scale bar or metric measurements included
- The correct fee – refer to fee schedule

LOCAL REQUIREMENTS

The following information **may also be required**. To ensure your application is validated you may wish to contact Planning Services on (01733) 453410 (or email planningcontrol@peterborough.gov.uk) to discuss which information will be required **before** you submit your application.

- A Supporting Planning Statement
- Lighting Assessment
- Photographs and Photomontages