

# Validation Checklist V12

## Application for Advertisement Consent

**PLEASE READ THE ADVICE NOTE ON VALIDATION OF APPLICATIONS BEFORE PROCEEDING**

**PLEASE SUBMIT A COPY OF THIS CHECKLIST, COMPLETED AS APPROPRIATE, WITH YOUR APPLICATION**

A MINIMUM OF 2 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY We would prefer a maximum print size for any documents or drawings of A2 or A3. Please do not submit drawings that have to be printed to A0.

Please limit individual file sizes to less than 5Mb.

The following **must** be included with your application:

- **The Correct Fee<sup>1</sup>**
- **The Application Form completed, signed** (unless submitted electronically) **and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** identifying the location of the site by reference to at least two named roads and with the application site outlined in red and any other land owned by the applicant outlined in blue
- **Other plans and drawings necessary to describe the application.**  
**These may include:**
- **Existing and Proposed Elevations (Scale 1:50 or 1:100)**
- **Section through the structure on which the sign is to be fixed showing the relationship of the sign and any lighting structures to the building (1:20/1:50/1:100)**
- **Advertisement Drawing(s) (Scale 1:50 or 1:100) to show**
    - **Size (length, width and depth),**
    - **Siting,**
    - **Materials and colours**
    - **Height above ground**
    - **Extent of projection**
    - **Details of methods and colours of illumination (if appropriate) including design of any external lighting elements**

<sup>1</sup> See [Fees for Applications](#)

## LOCAL REQUIREMENTS

Having read our Dover Validation Requirements does your proposal require the submission of any of the following? Please tick the appropriate boxes and submit the relevant documents with your application. The amount of detail required will depend on the individual case and may vary from minimal to comprehensive. Please consult the Validation Requirements.

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Heritage Statement/Archaeological Survey                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Assessment (where illuminated advertisements are prepared) |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs and Photomontages                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning Statement  |

**If you answer yes to any of the above but do not supply the information your application will be invalid.**

Signed:.....

Date:.....

**We can provide this document in a variety of other formats including Braille and large print. For further information and help please call our Customer Services Team on 01304 821199 or email [customerservices@dover.gov.uk](mailto:customerservices@dover.gov.uk).**