



Working in partnership

Advertisement Consent Checklists

Application for Advertisement Consent

We encourage documents to be submitted electronically through the Planning Portal or via email to planning@nelincs.gov.uk. Plans should be submitted on plain paper with all drawing titles, drawing numbers and scales clearly labelled.

Fee

Submitted

For fee information, please call 01472 326289 selecting option 1

You can pay by card via the link below and by selecting planning.

<https://www.nelincs.gov.uk/pay-it>

Cheques are also accepted and must be made payable to North East Lincolnshire Council. Cash is NOT accepted

In exceptional circumstances, electronic payment details and instructions can be requested by calling 01472 326289 and selecting option 1 for planning.

Please note all fees for applications submitted through the planning portal need to be paid directly through their website.

Application Form

One copy of the completed advert application form.

Site Plans

Base Ordnance Survey site plans can be purchased by calling 01472 326289 selecting option 1 for planning. You will then need to add the relevant information as detailed below.

Site Location Plan

A site plan to a scale of 1:1250 or 1:2500 with the application site edged clearly with a continuous red line adjoining the adopted highway. It must outline all land required for the works to be carried out. Any adjoining owned land must be outlined in blue. A north point must be clearly shown and sufficient road names and/or buildings on land adjoining the site must be shown in order to clearly identify the site.

Block Plan

A site plan to a scale of 1:500 or 1:200 clearly showing the proposed advertisements to scale, a north point, all adjoining land and/or buildings and named roads. It must show an accurate representation of the proposed site and all advertisements must be clearly shown or labelled.

Drawings

All plans should be on a plain white background in black ink. The scale, drawing number and the title of the plan (ie, existing elevations) should be clearly stated on the plan.

Elevations

Proposed elevations should be at a scale of 1:100 or 1:50. All windows and doors must be shown and must be supplied for all affected elevations. Proposed advertisements must be shown in situ. If you have a projecting sign included in your application, you will need to supply elevations from the side to show the extent of the projection. Please include all proposed lighting.

Existing elevations can be submitted as photographs. If this is not possible, existing elevations must be supplied to the above specification.

Sign Details

Individual detailed drawings of each proposed advertisements must show the proposed colour, by to a scale of 1:10 or 1:20 unless otherwise agreed and state full dimensions. If a advertisement is double sided, please provide handed drawings or note on the plan that the advertisement is to be the same on both sides. A section through each advertisement to show the depth, fixings, lighting and any relevant features must be included to the same scale.

Documents

The following documents are only required in the circumstances set out below. If you are unsure if this is the case, please call 01472 326289 selecting option 1 for planning.

Please note further documents may be requested during the application process.

Signage Reference Sheet

If you are applying for 5 or more advertisements, a reference sheet is required which corresponds with the numbering on the application form and all proposed plans. (ie, sign 1 on the reference sheet would be sign 1 on the application form, block plan, individual plans and elevations.)

Heritage Assessment

Required when your site potentially impacts a conservation area (in or impacts the setting of), is or impacts the setting of a listed building. Also required to appraise potential impacts on scheduled monument's, below or above ground archaeology and other non designated assets. As a minimum the relevant historic environment record should have been consulted.

Technical Specifications

Required to give manufacturers details of an item or items included as part of your application. (ie, digital advertisements)