

## Checklist of requirements

### Notes for clarification

- The Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions
- Please include a scale bar on all plans

### National requirements

Requirement	Threshold	Completed ?
Standard application form	All applications	
Design and access statement	Not required	
Location Plan	All applications – scale 1:1250 or 1:2500	
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)	
Fee	All applications (unless exempt)	

### Local requirements

Requirement	Threshold	Completed ?
Existing and proposed elevations	As necessary to clearly show the proposed advertisement in relation to what is already there. Scale 1:50 or 1:100	
Existing and Proposed Sections	As necessary to clearly show the proposed advertisements projection/depth in relation to what is already there. Scale 1:50 or 1:100	
Lighting assessment	When illuminated advertisements are proposed	
Photographs and Photomontages	When hoardings are proposed	