

Planning validation checklist

Advertisement consent applications

**Bolton
Council**

Introduction

The purpose of this document is to provide clear guidance on the information that you need to submit with your planning application in order to ensure that your application is dealt with as quickly as possible.

If the required information is not provided, you risk delay to your application by it not being validated. Planning permission may be also refused on the grounds of insufficient information having been submitted.

You are strongly advised to speak to the case planning officer before submitting your application. They will be glad to set up a pre-application meeting with the relevant Council and statutory consultees to ensure that your application is dealt with as speedily as possible and to ensure that any obstacles to development can be discussed at an early stage.

This validation checklist constitutes Bolton Council's Planning Application Requirements (Local) as envisaged by 1APP a mandatory planning application form introduced nationally from April 2008. The checklist also includes mandatory national requirements, mandatory local requirements and locally specific requirements. Locally specific requirements are marked * and applicants are advised that although absence of this material will not lead to invalidation, it may hinder the progress of a submission.

Failure to comply with the terms of the validation checklist may make an application invalid under the terms of Regulation 3 of the Applications Regulations 1988 or Article 5(4) of the GDPO 1995 or the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008.

The Checklist was adopted by the Council pursuant to the decision of the Executive Member Development on March 31st 2008.

The Unitary Development Plan April 2005 and Proposals Map are available on the Council's website at www.bolton.gov.uk. (Use the Buildings and Planning Quick link. Planning Control Policy Notes which support the Unitary Development Plan may be obtained from the same web page.

Copies of Government Planning Policy Guidance (PPG) notes and Planning Policy Statements (PPS) are available to view at the Department of Communities and Local Government website on

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/>

This document is also available on the Council's web site.

HOW TO CONTACT THE PLANNING CONTROL SECTION

For further advice, or if you have suggestions for improvements to this document, the Planning Control Section can be contacted by telephone on 01204-336000, via the Council's website at www.bolton.gov.uk (Use the Buildings and Planning Quick link) or email Planning.Control@bolton.gov.uk

Required information for advertisement consent applications

You must submit the following which are national requirements:

- 2 copies of a location plan (see below)
- 2 copies of existing and proposed elevations of where the advertisement is to be sited (see below)
- 2 copies of existing and proposed site layout (see below)
- 2 copies of advertisement drawing showing size, position, materials, colour and illumination (if any)
- 2 copies of application form
- The correct fee

Note that if you are submitting your application online you do not need to submit multiple copies.

Details of requirements

Location plan

The location plan should preferably be at a scale of 1:1250, but no smaller than 1:2500 (metric scales only). It must include a north point. The plan must show the application property in relation to adjoining properties and roads.

The application site or property must be outlined in red with any adjoining property of land owned or controlled by the applicant in outlined in blue.

If the site does not adjoin a highway then the vehicular access to a highway must be shown.

Plans and elevations

The Department of Communities and Local Government, as part of the document entitled By Design: Urban Design in the Planning System has drawn up a checklist of the types of plans that must be submitted with a planning application.

Details of existing site layout typically at a scale of 1:200 showing

- A north point
- Date and number of plan
- Details of the whole property, including all buildings, gardens, open spaces and car parking
- A tree survey (where appropriate)

Details of the proposed site layout typically at a scale of 1:200 showing

- A north point
- Date and number of plan
- The proposed siting of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces
- Proposals in the context of adjacent buildings and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings

Existing and proposed floor plans at a scale of 1:50 or 1:100 showing

- In the case of an extension, the floor layout of the existing building showing the relationship between the two, clearly indicating what is new work and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings
- Floor plans in the context of adjacent buildings, where appropriate
- A roof plan where necessary to show a complex roof or alterations to one

In the case of minor applications it may be appropriate to combine the layout and floor plan unless any demolition is involved.

Existing and proposed elevations at a scale consistent with floor plans showing.

- All elevations of existing, new building or extension
- For an extension or alteration, clear distinction between existing and proposed elevations
- Details of materials and external appearance
- Show elevations in the context of adjacent buildings, where appropriate and including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings

Existing and proposed site sections and finished floor and site levels at a scale consistent with floor plans

- Cross sections through any proposed buildings
- A clear distinction between existing and proposed levels
- Relationship with levels of adjoining buildings
- Show cross sections in the context of adjacent buildings, where appropriate, including annotations showing measurements of proposed buildings and dimensions to adjacent buildings on drawings.