



10. VALIDATION CHECKLIST FOR APPLICATIONS FOR ADVERTISEMENT CONSENT

Applications for advertisement consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit your application electronically via our website <https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible. If samples of materials are submitted, only one sample of each of the materials will be required.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. The appropriate fee.	Required

Local List of Requirements

Requirements	Status
A. Lighting Assessment	May be required if application includes proposals for illuminated signage or the installation of lighting.
B. Photographs and Photomontages	Annotated photographs may be required to indicate the location of the proposed sign(s). Photographs and photomontages may be required if the proposal affects a conservation area or a listed building.
C. Plans and Drawings necessary to describe the development and showing proposed method(s) of illumination, including scale bar on all drawings to allow for electronic measurements to be made	Required