

Application for Advertisement Consent

Information Required

Two copies of relevant information is required unless the entire application is submitted through The Planning Portal.

Application Form The 'Application for Consent to Display an Advertisement' form must be fully completed	
Application Fee Please use the Planning Portal Fee Calculator or the Schedule of Fees to determine the appropriate fee. The planning fee can be paid online where an application is submitted through the Planning Portal. Otherwise, the fee can only be paid by cheque or postal order, made payable to Mendip District Council. A reason should be provided if no fee is paid or the application may otherwise be invalidated if it is not clear why no fee is paid.	
Location Plan A map at a scale of 1:1250 or 1:2500 to clearly identify the location and boundaries of the application site (recommended outline in red). It is helpful if any other land owned by the applicant, close to or adjoining the application site, is also identified on the plan (recommended outline in blue). A location plan can be obtained from The Planning Portal at http://www.planningportal.gov.uk/planning/applications/plans .	
Site Plan A map at a scale of 1:500 to clearly identify the position of any free-standing advertisements within the application site. A Site Plan can be obtained from http://www.planningportal.gov.uk/planning/applications/plans	
Elevations (Existing and Proposed) Drawings to a scale of 1:50 or 1:100 that illustrate the existing and proposed external appearance of the building where the proposal involves the display of advertisements on the outside of a building.	
Drawings Drawings to a scale of 1:50 or 1:100 that illustrate the size and appearance of any advertisement/s not being displayed on the outside of a building (e.g. free-standing).	