

**Application for Consent to display an Advertisement Validation Checklist**

Complete this checklist and submit it with your application for consent to display an advertisement(s).

**You will need to submit this completed checklist with your application. It will not be accepted without it.**

Guidance and information on the drawing and documents listed below can be found in our [Validation Checklist Guidance Note.](https://www.southoxon.gov.uk/wp-content/uploads/sites/2/2022/12/2022-12-07-Final-Validation-Guide.pdf)

**National requirements**

|  |  |  |
| --- | --- | --- |
| **Requirement**  | **Included – Y/N**  | **If No, short statement why detail is not required**  |
|  Completed application form, signed and dated   |   |   |
|  Completed Ownership Certificate (A, B, C or D as appropriate) – within application form   |   |   |
|  Correct application fee   |   |   |
|  Location Plan   |   |   |
|  Proposed Site/Block Plan   |   |   |
|  Existing and Proposed Elevations   |   |   |

**Local List Requirements**

In addition to the national requirements set out above, the following information may also be required and this is dependent on the particulars of your application and proposal.

Please see the Validation Checklist Guidance Note for further advice on the information which may need to be submitted with your application.

|  |  |  |
| --- | --- | --- |
| **Requirement**  | **Included – Y/N**  | **If N short statement why not required**  |
|  Photographs/Photomontage of the proposed advertisements   |   |   |
|  Details of the proposed advertisement (demonstrating proposed wording), materials, size and exact positioning   |   |   |
|  Where illumination is proposed (and consent is required), full specification details of the form of illumination   |   |   |

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