

Do I need advertisement consent?

For more information, please visit <http://www.chichester.gov.uk/planningpermission>

THIS IS NOT AN OFFICIAL APPLICATION OR DETERMINATION FORM. It has been designed to help people who want to know if they are likely to need consent to display an advertisement.

We aim to reply within **15 working days of receipt**. This will constitute an informal response.

Please complete all sections of this form and mark (N/A) at the beginning of each section, if not applicable to your enquiry. Please note incomplete forms may lead to a delay in the response given by the Planning Service.

What to expect from this service

- An informal officer opinion as to whether an application for advertisement consent is required for a development
- A written response in the form of a letter or email within 15 working days
- Input from the Council's Planning Technicians

What not to expect

- Advice on complex proposals. If the facts of the case are inconclusive, require significant research in to case law or a formal legal opinion then a Lawful Development Certificate may be required
- A site visit or meeting. All advice will be via a desktop analysis.
- Views as to whether consent would be granted if required

1. Applicant

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

2. Agent (if appropriate)

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

3. Full Site address of the location of the Advertisement(s)

4. Please describe the proposed advertisement, including their purpose, nature of the business and detailed location (for example, inside, fixed to a building, on a forecourt etc):

5. Please indicate the number of the following types of advertisement(s) you are enquiring about (there is a fee of £50 for one advertisement and £25 for each subsequent advertisement):

Fascia sign(s)

Projecting or hanging sign(s)

Hoarding(s)

Other

If you selected Other, please describe:

6. Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal?

Yes No Don't Know

If Yes to either or both above, please show the existing sign(s) on an elevation drawing or photograph

7. Please provide a full description of each proposed advertisement (e.g. fascia sign, box sign, projecting sign, hoarding, flag etc (continue on a separate sheet if necessary)

	Advert 1	Advert 2	Advert 3
Type			
a) The height from the ground to the base of the advertisement (in metres)			
b) The dimensions of the proposed advertisement(H x W x D) (in metric)			
c) The maximum height of any of the individual letters and symbols (in metric)			
d) The colour of the text and background			
e) Materials of the proposed sign(s)			
f) The maximum projection of advertisement from the face of the building			
g) The projection of any lettering from the face of the sign			
h) Will any of the sign(s) be illuminated?			
i) Details of method of illumination (internally illuminated/externally illuminated)			
j) illuminance levels (cd/m ²)			
k) Will the illumination be static or intermittent?			

8. Please provide photographs of the existing site and any photographs/plans of the advertisement to assist with the enquiry

9. Please provide any other information which is relevant to your enquiry

10. Declaration

I/we undertake to carry out the works as specified and understand that legislation is subject to change and that the Planning Authority's decision as to whether or not your proposal requires permission may be subject to change.

I/we also confirm my intention that if advertisement consent is not required I/we shall only carry out the proposed work in accordance with the submitted details.

I/we understand that the decision given by the Planning Authority is based on the information provided in this form and any variation from these details may require a re-assessment and possibly planning permission.

I/we understand that any decision given does not relate to the need for Building Regulation approval which may also be required.

I/we understand that any response given by the Planning Authority is an informal opinion based on the submitted information. If a formal response is required I/we shall submit a Certificate of Proposed Lawful Development.

Name (please print)

On behalf of

Date

Please email/send the completed form directly to:

- Email address dcplanning@chichester.gov.uk
- Address: Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex PO19 1TY

There is a fee of £50 for this service for one advert, and £25 for each additional advert.

I have made the appropriate fee to Customer Services by Debit Card and the payment authorisation code is: