



## Guidance for making an advertisement consent application

### When to use this advertisement consent form

This application form is used for applications to display advertisements. If the advertisement is to be erected on a listed building, listed building consent will ALSO be required. This is a separate type of application and an application form for Listed Building consent should be submitted.

Once your application is registered, the council has a target of eight weeks to make a decision whether to approve the application or refuse it. It is therefore important to give the correct information and fee (with receipt reference or site address), so not to delay the process. Find out cost of a planning application: <http://www.westlothian.gov.uk/planning-fees>

### Plans and drawings

You will need to submit the following plans and drawings:

- location plan, with a red line defining your site;
- a site plan, at a scale of 1:200 or 1:500, which shows the boundary of the site and the position of all signs which are being applied for; and
- fully dimensioned scale drawings of the proposed sign(s). Where signs are to be fixed on a building, they must be shown on a dimensioned elevation of the building. For illuminated signs, describe the method of illumination and its method of fixing.

### Data Protection

When submitting a planning application, the information will appear on the Planning Register and will also be published on our weekly list of planning applications. This is done in accordance with data protection law.

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# Application for **Advertisement Consent**



West Lothian  
Council

**Planning Services** Development Management

## **1 Applicant's details** *(mandatory)*

Name	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

## **2 Agent's details** *(if applicable)*

Name	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

## **3 Site address or location** *(please include postcode)*

Please enclose an accurate plan, Ordnance Survey based, showing the location of the site outlined in red.

Address	<input type="text"/>		
Postcode	<input type="text"/>		

## **4 Type of advertisement(s)** *e.g. hoarding, hanging sign, signboard, projectingsign, fascia sign etc.*

<input type="text"/>			
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**5 Size of advertisement(s)**

**6 Materials and colours of advertisement(s)**

**7 Illumination**

Will the advertisements be illuminated?  Yes  No

If yes, please give details as to the type and method of illumination

**8 Renewal**

Is the application for renewal of a previous consent?  Yes  No

If yes, please give reference number of consent to be renewed.

**9 Signiture and date**

Signature  Date

On behalf of

**Paying for your planning application**

To help us to process your application, please tell us the way you paid for your application, and include the online reference number or a cash office receipt number (if you happen to send payment details in separately from this form, please include your name and site address)

- ePlanning
- West Lothian Online Payments
- Cheque
- Customers Information Service cash office
- Other