

Application for Consent to Display an Advertisement

Official Use	
Application No.:	_____
Fee Received: £	_____
Receipt No.:	_____

This form is specifically designed to be downloaded and completed offline. If completing a printed version, please use black ink and block capitals as the document will be scanned once received by the Planning Authority.

You are advised to read the notes at the end of this form before completing the application.

If you would rather make this application online, you can do so on the Planning Portal (<https://submissions.planningsystemni.gov.uk>).

Please note that when you submit a planning application the information you provide including all plans, maps, drawings, forms and associated assessments will appear on the Planning Register which is publicly available and, along with any other associated documentation (with the exception of personal telephone numbers, personal e-mail addresses or sensitive personal data), will also be published online on the Planning Portal (<https://planningregister.planningsystemni.gov.uk>). The Planning Authority will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available on the Planning Portal. To request a hard copy, please contact the Data Protection Officer for the relevant Planning Authority.

To find contact details for the Planning Authorities, including the postal or e-mail address to send offline applications to, please check their website or visit www.nidirect.gov.uk/contacts/planning-offices-ni.

Section A

Applicant's name and address

Agent's name and address (if applicable)

Name:		Name:	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Tel:		Tel:	
Mobile:		Mobile:	
E-mail:		E-mail:	
Your Ref.:		Your Ref.:	

Section B – About the Application Site

Give the full postal address of the land or building on which the advertisement is to be displayed. If you cannot provide a postcode, then please give the most accurate site description you can in order to help locate the site. *(Please outline the site in red on the location plan)*

Section C – Advertisement Details

Please give a concise and accurate description of all elements of the proposed advertisement that requires consent, including the type and number being applied for.

(Please read the notes at the end of this form for advice on what details to include)

Section D – Authority Employee / Member Interest

Are you / the applicant / the applicant's spouse or partner, a member of staff within the council or an elected member of the council?

Yes No

Are you / the applicant / the applicant's spouse or partner, a relative of a member of staff in the council or an elected member of the council or their spouse or partner?

Yes No

If you have answered Yes to either of the above questions, you / the applicant / the applicant's spouse or partner may have a duty to declare an interest in this application under the Authority's code of conduct or scheme of delegation. If necessary, a council officer may be in touch with you to confirm details.

Section E – Fee Payable

I enclose a cheque / postal order no. _____ for the sum of £ _____

Cheques or postal orders should be made payable to the relevant council, or as the case may be, the Department for Infrastructure and crossed 'Not negotiable, A/C Payee only'.

If you wish to pay by an alternative method, please contact the relevant council / Department to enquire about the options available.

Section F – Declaration

I / We apply for consent to display the advertisement(s) described in this application and the accompanying drawings. I / We confirm that, to the best of my / our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signature of *Applicant / Agent _____ Date _____

On behalf of _____

** Delete as appropriate*

Notes on Applying for Consent to Display an Advertisement

1. The Law

Under the Planning (Control of Advertisements) Regulations (Northern Ireland) 2015 certain outdoor advertisements require consent from the relevant Planning Authority before they can be displayed. Applicants should refer to the Regulations for details. It is a condition of the Regulations that before the advertisement to which the Consent relates is displayed, the permission of the owner of the land or building or other person(s) entitled to grant permission must be obtained.

2. Drawings Required

Include a site location plan to scale (preferably Ordnance Survey) which should be sufficient to enable the site to be easily identified. A site layout plan (scale 1:500) should be submitted for free standing advertisements.

The drawings submitted should be to scale and show:

- the size of the advertisement
- its position on the land or building in question
- the elevation of the building on which it is proposed to display an advertisement showing its relationship to adjoining buildings
- design of lettering or emblem to be adopted
- height above ground
- the materials to be used
- fixings
- colours
- the amount of projection (where it would project from a building)
- Photographs may be submitted.

3. Section C - Advertisement Details

Please include the following information when detailing the type of advertisement:

- Type of advertisement
 - Hoarding
 - Shop Sign
 - Projecting Sign
 - Digital
 - Prismatic
 - Building Wrap
 - Other
- How many of each type of advertisement are being included as part of the application?
- Proposal Summary
- Will the advertisement be illuminated? If yes, is illumination internal, external or floodlighting and will it be static or intermittent?
- Location of Advertisement
 - Does the advertisement relate to the premises on which it is displayed?
 - Does the premises and its use have planning permission?
 - Is the advertisement you are applying for already in place?
 - Does the application relate to the display of advertisement on the same land?
- Advertisement Period
 - Is the application for consent to display an advertisement temporary in nature?

4. Fees

Details of fees for Advertising consent are set out in the “Planning Fees – Notes for Applicants” available on the Department’s website (www.infrastructure-ni.gov.uk/publications/planning-fees-explanatory-note-applicants). Cheques or postal orders should be made payable to the relevant Council or, as the case may be, the Department for Infrastructure.

5. Completed Applications

Send your completed application and the correct fee to the relevant Planning Authority. Contact details for the Planning Authorities are available at www.nidirect.gov.uk/contacts/planning-offices-ni.