

# Application for consent to display an advertisement



- Please read the notes on the back of this form before completing the application.
- 4 copies of this form and 4 copies of related drawings must be submitted with this application to the Planning Service at the appropriate address given in the Notes overleaf.
- You may find it helpful to discuss your proposals with your Divisional Planning Office before submitting your application.

<b>Official Use</b> Application No. .....  Receipt No. .....
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1 a. **Applicant's name and address**

Name	
Address	
Town	Postcode
Tel:	

1b. **Agent's name and address (if any)**

Name	
Address	
Town	Postcode
Tel	Ref. No
Contact name	

**About the application site**

2. Give the full postal address of land or building on which the advertisement is to be displayed.  
*(outline site in red on location map)*

Postcode

3. Describe the type of advertisement, e.g., hoarding, shop sign, projecting sign, prismatic, etc.?

4. Will the advertisement be illuminated? Yes No

If Yes, is illumination : Internal External Floodlighting

5. Will the illumination be? Static Intermittent

Fee Payable	
I enclose a cheque / postal order no.	for £
Cheques or postal orders should be made payable to 'DOE (General Account)' and crossed 'Not negotiable. A/C Payee only'	

Check list		
Please tick the boxes to indicate enclosures		
Location plan (4)	Elevations (4)	Sign details (4)
(for free standing signs) Site layout plan (4)		Correct fee

**Declaration**

I/We apply for consent to display the advertisement described in this application and the accompanying drawings



Signed  
on behalf of

Date

## Notes on applying for Consent to Display an Advertisement

### 1. The Law

Under the Planning (Control of Advertisements) Regulations (Northern Ireland) 1992 certain outdoor advertisements require consent from The Planning Service 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 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 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 building,
- 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. Fees

Details of fees for Advertising consent are set out in the Planning Service publication "Planning Fees – Explanatory Notes for Applicants" available from your local Divisional Planning Office. Cheques or postal orders should be made payable to "**DOE (General Account)**" and crossed "**Not negotiable, A/C Payee only**".

### 4. Completed Applications

Send your completed application and the correct fee to the Divisional Planning Manager at whichever of the following addresses is appropriate:

Council Area	Divisional Planning Office	Council Area	Divisional Planning Office
Antrim Ballymena Carrickfergus Larne Magherafelt	Divisional Planning Office County Hall 182 Galgorm Road BALLYMENA BT42 1QF Tel: (028) 2565 3333	Belfast Castlereagh Newtownabbey	Divisional Planning Office Bedford house 16-22 Bedford Street BELFAST BT2 7FD Tel: (028) 9025 2800
Armagh Banbridge Craigavon Newry & Mourne	Divisional Planning Office Marlborough House Central Way CRAIGAVON BT64 1AD Tel: (028) 3834 1144	Ards Down Lisburn North Down	Divisional Planning Office Rathkeltair House Market Street DOWNPATRICK BT30 6EA Tel: (028) 4461 2211
Derry Limavady	Divisional Planning Office Orchard House 40 Foyle Street LONDONDERRY BT48 6AT Tel: (028) 7131 9900	Cookstown Dungannon Omagh Strabane	Divisional Planning Office County Hall Drumragh Avenue OMAGH BT79 7AF Tel: (028) 8225 4000
Ballymoney Coleraine Moyle	<i>Sub-Office</i> Divisional Planning Office County Hall Castlerock Road COLERAINE BT51 3HS Tel: (028) 7034 1300	Fermanagh	<i>Sub-Office</i> Divisional Planning Office County Buildings 15 East Bridge Street ENNISKILLEN BT74 7BW Tel: (028) 6634 6555