

London Borough of Lewisham

Validation Checklist

Advertisement Consent

September 2026 DRAFT

The following tables set out what information **must** be submitted with your application to be made valid and what information may be required. If an application is submitted without meeting these requirements it will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

NB – The information requirements in the tables do not limit the Council's ability to request additional information in the event that it is found to be necessary during the application's determination period.

Duty Planner Service

The Council offers a duty planner service through which you can discuss your proposals, including validation requirements, with a planning officer and receive written advice prior to the submission of an application. Further details can be found on our website [here](#).

National List of Requirements

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
1.	Appropriate Fee	Payment must be made online at time of submission through the Planning Portal.	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
2.	Completed application form (including ownership certificate)	The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring advertisement consent. In terms of ownership, please note that if the declaration on the application form is dated more than 21 days after the date on which notice was served on other owners, the application will be invalid	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)
3.	Site Location Plan	The site location plan must: • be at a scale of 1:1250 or 1:2500 (or larger if appropriate) • include a scale bar • show sufficient roads and buildings adjacent to the application site to identify it exactly • show the direction of North • show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking)	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007

		show any other land within the applicant's control edged in blue	
4.	Plans and drawings or information necessary to describe the subject of the application	Plans and drawings that are required: - Block Plans: existing and proposed at 1:500 scale (showing the position of the proposed adverts in relation to the highway/footpath/street furniture etc) - Elevations: existing and proposed at 1:50 or 1:100 scale - Advertisement drawing(s) at 1:50 or 1:100 scale, and 1:20 where detailed design is required, showing the size, siting, materials and colours, height above ground level, extent of projection, and details of any illumination (including method, colour and intensity), where applicable. All plans and drawings must: - Include a scale bar showing a length of 1metre and 10 metres - Show the direction north	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Local List of Requirements

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan, National Policy and/or Guidance
5.	Photographs and CGIs	Applications which may impact on the setting of a listed building, locally listed building or conservation area	Photomontage or CGI images showing the proposed new signage upon the existing building or within the existing street scene.	The NPPF policies relating to the Historic Environment NPPG on the Historic Environment London Plan (2021) Policy HC1 Heritage Conservation and Growth Lewisham Local Plan (2025) Policy QD11 Shopfronts & Policy QD12 Outdoor advertisement, digital displays and hoardings
6.	Lighting details	All applications for illuminated adverts (internal and external illumination)	The following information is required: - a statement of compliance, with evidence, to relevant guidance notes produced by the Lighting Engineers and/or Chartered Institution of Building Services Engineers, for the reduction of light pollution. - the proposed hours of operation of the illuminated elements	The NPPF policies relating to highways safety. The Development Plan's provisions relating to light pollution.