Form A1

Application for Consent to Display an Advertisement

Official Use	
Application No.:	_____
Receipt No.:	_____

- **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 relevant Council. You may find it helpful to discuss your proposals with your local planning office before submitting your application.**

Please note that when you submit a planning application the information, including plans, maps and drawings, will appear on the Planning Register which is publicly available and, along with other associated documentation (with the exception of personal telephone numbers, email addresses or sensitive personal data), will also be published on the internet on the Public Access site (http://epicpublic.planningni.gov.uk/publicaccess/). The Department for Infrastructure and the 11 Councils will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available at www.infrastructure-ni.gov.uk/dfi-privacy. To request a hard copy, please contact the relevant Data Protection Officer as listed in the statement.

1 a. Applicant's name and address		**1 b. Agents' name and address *(if any)***	
Name:		Name:	
Address:		Address:	
Town:		Town:	
Postcode:		Postcode:	
Tel:		Tel:	
		Ref. No.:	

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)

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

4. Will the sign be illuminated? Yes ☐ No ☐

(i) If **Yes**, is illumination: Internal ☐ External ☐ Floodlighting ☐

(ii) If **Yes**, will the illumination be: Static ☐ Intermittent ☐

5. Council Employee / Elected Member Interest

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

Yes ☐ No ☐

Or 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 please provide details (name, relationship and role):

Fee Payable

I enclose cheque / postal order no. _____ for £ _____

Cheques or postal orders should be made payable to the relevant Council

Declaration

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

Signed _____ Date _____

On behalf of _____

Notes on Applying for Consent to Display and Advertisement

1. The Law

Under the Planning (Control of Advertisements) Regulations (Northern Ireland) 2015 certain outdoor advertisements require consent from the relevant Council 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 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. Fees

Details of fees for Advertising consent are set out in the Department's publication "Planning Fees – Notes for Applicants" available from your local Planning Office or the DfI website (https://www.infrastructure-ni.gov.uk/publications/planning-fees-explanatory-note-applicants). Cheques or postal orders should be made payable to the relevant Council.

4. Completed Applications

Send your completed application and the correct fee to the relevant Council.