



Northumberland County Council

Validation Checklist for: Consent to Display an Advertisement

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1st July 2024.

National planning application requirements

Requirement	Refer to	Do I need to submit this?
Application form	Note 1	Yes. Form title: Application for consent to display an advertisement(s).
Application fee	Note 2	Yes, unless: <ul style="list-style-type: none">• a concession applies.
Location plan	Note 3	Yes.
Site plans	Note 4	Only if more than one advert is proposed.

Local planning application requirements

Requirement	Refer to	Do I need to submit this?
Application drawings – Elevations	Note 8	Only if the advert(s) will be attached to a building or structure. We only need proposed drawings.
Application drawings – Advertisement drawings	Note 9	Yes. <ul style="list-style-type: none">• Remember to also show the position of the advert(s) on your location plan or a site plan.

If a requirement (or note number) is not mentioned above we don't need it for this application type.

Timescale for a decision

Government legislation requires us to decide consent to display an advertisement within 8 weeks. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

Contact details

Technical Support Team, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

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