** Consent to Display Advertisement - Validation Checklist**

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| **DOCUMENTATION REQUIREMENTS** |
| All applications should preferably be submitted via the Planning Portal. Alternatively, to assist with the application process it would help if all forms, plans and documents relevant to the application were submitted by email to [planningvalidation@walthamforest.gov.uk](mailto:planningvalidation@walthamforest.gov.uk). On occasion if required we may request hard copies of drawings to be submitted. |
| Maximum file size is 5MB.  Any file greater should be divided into parts and suitably named. Alternatively any large file documents can be sent via WeTransfer |
| **Drawing Confirmation**  All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0- 5 metres |

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| **NATIONAL REQUIREMENTS** | |
| The London Borough of Waltham Forest requires an original plus one (1) copy of all plans forms and documents, where the application is not submitted via the Planning Portal | |
| **Completed Application Form** | |
| **The Appropriate Fee** | * [**Calculate fees on Planning Portal website**](http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator) |
| **Location Plan** | |

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| **LOCAL REQUIREMENTS** | |
|  | **Notes** |
| **Existing and Proposed Elevations** (at a 1:50 or 1:100  scale) | Required |
| **Existing and Proposed Sections** (at a scale of 1:50 or  1:100 scale) | Required |

**Submitting an application via the Planning Portal or by email**

It is recommended that Advertisement Applications are submitted using the Planning Portal and the following requirements met:

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| **File Type**  All drawings should be attached as PDFfiles.  Other files types that will be accepted are .jpg, .doc and .xls files only.  All files should be clearly labelled / named referencing the drawings they contain. |
| **File Size**  The maximum size of any single attachment must be no more than 5MB.  All drawings submitted electronically must be A3 or smaller. |
| **Electronic Plan Information Requirements**  All drawings must include the following information:   * The print (paper) size; * The relevant scale at that print size such as 1:50, 1:100; * A scale bar showing the length of one metre and five metres; * Key dimensions. |