

Business Information Sheet

Number 5e: Commercial Property: Shop Signs and Shop Fronts

If you wish to change the signs on your shop, you need to make sure that you understand the planning and related regulations. For the purposes of planning, shop signs are classified as advertisements. As the system is quite complicated, the Government has published a booklet **Outdoor Advertisements and Signs: a Guide for Advertisers** to help guide you through the regulations. This booklet is only a guide. It does not include every condition or limitation for every Class of those Advertisements which are normally permitted. The Booklet and further information can be downloaded from www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements.

If, after reading this booklet, you are still unclear how to proceed, you should ask the planning department at Harrow Council for advice.

Shop Signs

If you are looking to simply change the signs on your shop, then there is a good chance that you will not need to apply for planning permission if the signs meet certain criteria. The Guide sets out under Class 5 what type of advertisements are normally permitted on business premises.

Shop Fronts

Please note that if you want to change the shop front i.e. the windows and doors, you will need to apply for planning permission.

Disclaimer

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Please contact in the first instance the Council via the Duty Planner Service (see below).

HARROW COUNCIL – INITIAL ADVICE

You can view the guidance on the Planning Portal

Planning operate a Pre-application service, this provides you with professional guidance prior to submission of a formal application.

There is a charge for this service and the cost is dependent on the size, scale and complexity of the proposal
www.harrow.gov.uk/info/200074/planning/654/pre-application-advice

For basic enquiries email planning.applications@harrow.gov.uk or telephone 020 8901 2650