

Higher National Unit Specification

General information for centres

Unit title: Sign Design and Graphics: Planning and Legislation

Unit code: F0N8 34

Unit purpose: This Unit is designed to provide the candidates with a range of knowledge and skills related to the statutory planning legislative constraints applied to signs, buildings and the built environment.

On completion of the Unit the candidate should be able to:

- 1 Identify development constraints imposed by Town and Country Planning legislation.
- 2 Follow the procedures required to gain planning approval for signage.
- 3 Apply Planning Regulations to a sign design for a given location.

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access is at the discretion of the centre; however, it is advisable that candidates should have an appreciation of a signmaking environment either through a craft level signmaking course or through relevant work experience.

Core Skills: There are opportunities to develop the Core Skill of IT and Communications to SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: The assessment for this Unit takes a case study approach throughout. The case studies can be linked throughout the Unit or could be smaller separate case studies for each Outcome.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Identify development constraints imposed by Town and Country Planning legislation

Knowledge and skills

- ◆ The role of local government in development control
- ◆ Control of development in Conservation Areas
- ◆ Requirements for obtaining Listed Building Consent
- ◆ Development Plans
- ◆ Categories of listed buildings

Evidence Requirements

Candidates will need evidence to demonstrate their knowledge and skills by showing that they can:

- ◆ Explain the constituent parts of a development plan.
- ◆ Outline how a Local Authority determines a Conservation Area and identify development controls that can be implemented in this Area.
- ◆ Accurately describe how each listed building is categorised and correctly indicate the procedures for obtaining Listed Building Consent.

Assessment guidelines

Candidates could be given a single case study or a series of shorter case studies with a series of short answer and restricted response questions to test their knowledge. The case studies could be linked to those used in Outcome 2 and Outcome 3.

Outcome 2

Follow the procedures required to gain planning approval for signage

Knowledge and skills

- ◆ Planning Application process
- ◆ Planning Application forms
- ◆ Certificate of Ownership
- ◆ Additional planning application requirements

Higher National Unit specification: statement of standards (cont)

Unit title: Sign Design and Graphics: Planning and Legislation

Evidence Requirements

Candidates will need evidence to demonstrate their knowledge and skills by showing that they can:

- ◆ Complete a Planning Application form to meet the guidance notes of the local authority.
- ◆ Accurately highlight on an accompanying plan all parties that have a Notifiable Interest in Neighbouring Land.
- ◆ Prepare accompanying documentation for an application for planning permission, including plans drawn to the required scale as required by the local authority guidelines.
- ◆ Accurately calculate the fees required for the planning application using local authority scales.

Assessment guidelines

Candidates could be given a single case study or a series of shorter case studies with a series of short answer and restricted response questions to test their knowledge. The case studies could be linked to those used in Outcome1 and Outcome3.

Outcome 3

Apply Planning Regulations to a sign design for a given location

Knowledge and skills

- ◆ Planning constraints
- ◆ Visuals suitable for planning approval
- ◆ Different types of sign

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can:

- ◆ Apply current planning legislation to produce a sign design which meets planning requirements in two different local authority areas. One location should include a listed building or a building in a conservation area and the other location should be subject to less stringent regulations.
- ◆ Provide full colour visuals which comply with the requirements of the planning authority and are accurate in terms of scale, location on the building, and illumination.

All evidence must relate to the legislation and regulations in force at the time at which evidence is generated.

Higher National Unit specification: statement of standards (cont)

Unit title: Sign Design and Graphics: Planning and Legislation

Assessment guidelines

A case study could be used to provide candidates with stimulus materials which would enable Outcomes 2 and 3 to be assessed holistically. For example the candidate could be given a brief from a client to design signs for shopfronts located in two different local authorities. One could be for a listed building or a building in a Conservation Area and the other could be for an existing shopping street. The candidate would be required to identify the planning constraints applicable in both locations and detail them for the client, prepare the necessary forms to apply for planning permission, scale drawings and appropriate visuals and work out related planning fees. The designs would reflect the constraints in each location.

Administrative Information

Unit code: F0N8 34

Unit title: Sign Design and Graphics: Planning and Legislation

Superclass category: TC

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History of Changes:

| Version | Description of change | Date |
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Higher National Unit specification: support notes

Unit title: Sign Design and Graphics: Planning and Legislation

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is a Mandatory Unit included in the framework of the HNC Sign Design and Graphics group award.

The content of this unit will provide the candidate with an understanding of how the Planning Controls are applied to signs and buildings. The unit is about ensuring that the candidates are provided with an understanding how the Planning approvals are obtained and the processes involved to achieving these approvals.

Candidates should make extensive use of internet research and centres should try to have an input from local authorities responsible for planning in their local areas. This would ensure up to date advice and current thinking on permitted developments in the local area.

Planning legislation relevant to this Unit includes
Town and Country Planning (Scotland) Act 1997
Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997
The Town and Country (General Permitted Development) (Scotland) Order 1992

A series of practical case study approaches should be adopted relating to Outcome 1 and 2 which should develop the candidate's ability to produce scale drawings. References should be made to advertisement control throughout the Unit.

Guidance on the delivery and assessment of this Unit

It is recommended that centres facilitate hands-on experience for the candidates as far as is possible and encourage visits to Local Authority Planning Departments to gain a practical insight into regulatory and legal controls taught throughout this Unit. Delivery and assessment should be linked to real life case studies showing good and bad examples of signs and advertisements.

Outcome 1

During the course of delivery the lecturer should:

- ◆ Explain the purpose of the Development Plan and how it is made up of two parts (the Structure Plan and Local Plan)
- ◆ Outline how a Local Authority determines that an area is designated a Conservation Area ie (areas of special architectural or historic interest) , also what controls can be implemented in this area ie (controls on demolition of buildings, withdrawal of permitted development rights)
- ◆ Describe how each listed building is categorised as A, B & C and indicate the procedures for obtaining Listed Building Consent from the Planning Authority

Higher National Unit specification: support notes (cont)

Unit title: Sign Design and Graphics: Planning and Legislation

This outcome will involve the candidate researching information on the internet and reading current planning legislation and then interpreting this legislation into their own words and applying the procedures which are relevant to their local authority. It is envisaged that this assessment will be submitted as a written report in response to a series of headings or could be responses to questions. The candidate's answers could be recorded on a proforma to ensure that each part of the Outcome was addressed.

Outcome 2

During the course of delivery the lecturer should:

- ◆ Explain how Planning Application forms are completed. Candidates should not only have the purpose of Planning Applications explained but should be shown how to complete them.
- ◆ Identify the drawing scales, numbers of drawings and fees required for Planning and Building applications.
- ◆ The purpose and importance of Certificate of Ownership to be explained for Planning Permission.

Candidates should be given a number of practical case studies and should complete documents for various signs making reference to current legislation and information available from the local authority.

Candidates would demonstrate their ability to complete application forms with relevant information and ensure that they follow all of the instructions and interpret the requirements published by the local authority. Candidates should be able to explain the use of the forms and the procedures they would have to follow as they would be required to make explanations of this type to clients.

Outcome 3

Candidates should be given a series of short case studies to develop their skills to apply the knowledge gained in Outcome 1 and Outcome 2.

Opportunities for developing Core Skills

There are opportunities for developing Core Skills in IT through researching legislation and local authority advice using internet sources. In many cases local plans can be accessed electronically and planning forms can be downloaded. Additionally candidates could use specialist software to produce drawings and design signs.

Candidates will also develop the Core Skill of Communication. They will demonstrate their reading and interpretation skills through their application of local authority policy to their sign proposals and they will demonstrate their writing skills by presenting their findings to a client to justify their sign design and its compliance with local authority specifications. This is likely to take the form of a series of responses to case studies or a short report which encompasses several different related site specific cases. Responses could be made orally or in written or word processed format. In many cases local authorities do not publish fee structures and candidates will have to seek further information from local authority officers. This could be done by phone, face to face enquiry or by letter or e-mail

Higher National Unit specification: support notes (cont)

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Open learning

This Unit could be delivered by Open Learning but centres should be prepared to ensure the authenticity of candidate work by making arrangements to question students on the work submitted or by organising supervised write-ups or research sessions.

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

Unit title: Sign Design and Graphics: Planning and Legislation

This Unit is designed to involve you in practical exercises and is aimed at those who may be or will be involved in applying for planning consents for sign work such as Sign Manufacturers, Architects and Building Surveyors.

In Outcome 1 you will gain an understanding of the development constraints that can be imposed on signage under the Town and Country Planning Act and you will gain an overview of how development plans written by local authorities are the basis of granting or refusing planning applications.

In Outcome 2 you will gain a practical understanding of the processes involved in obtaining Statutory Approvals from Local Authority Planning departments when carrying out sign work. You will learn what forms you need to complete, what plans you need to submit and what fees will be charged to deal with the application.

In Outcome 3 you will learn how to apply Planning Regulations in relation to sign design. You will see how different constraints apply in different areas and to different buildings and how these constraints will affect your design solutions.

As far as possible throughout the Unit you will be given real life situations and examples to investigate and you will be encouraged to use internet sources to research local authority planning policies.