



COMHAIRLE NAN EILEAN SIAR

APPLICATION FOR CONSENT TO DISPLAY AN ADVERTISEMENT

Town and Country Planning (Control of Advertisements) (Scotland) Regulations

Notes for Guidance are overleaf. Please read these before, or alongside, completing this form. It is important that this form is completed correctly to avoid delays in processing.

See notes 1 and 2 of Notes for Guidance

1 APPLICANT

Name

Address

Postcode

Tel/Fax

2 AGENT

Name

Address

Postcode

Tel/Fax

See Note 3

3 ADDRESS OR LOCATION OF PROPOSED ADVERTISEMENT

.....

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See Note 4

4 DETAILS OF PROPOSED ADVERTISEMENT

- a) Nature of advertisement, e.g. hoarding, placard, signboard, hanging sign
- b) Position, if on a building
- c) Dimensions
- d) Will the sign be illuminated Yes/No
If yes state type of illumination
- e) Materials and colour of the sign
- f) How long is consent sought?
- (Five years is the maximum period)
- g) When do you wish to commence display of the advertisement?
- h) Have you notified the owners/tenants (if not yourself) of this application? Yes/No

See Note 5

5 RENEWAL

Has consent been granted previously? Yes/No

If yes please quote reference number

See Note 6

6 CHECKLIST *Please make sure that you attach all the required documents to allow you to tick **all** boxes*

- I enclose this form fully completed and signed
- I enclose three copies of the plans (see note 6)
- I enclose the prescribed fee

PLEASE TURN OVER PAGE AND SIGN DECLARATION

7 DECLARATION

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant/agent:

Date:

NOTES FOR GUIDANCE

We have prepared these notes to help you fill in the application form. If you need any more help or are unsure if consent is required, please contact the Comhairle's planning staff. Please note that you require a separate application form for building warrant, planning permission, listed building consent and conservation area consent.

We can be contacted at the Development Department, Council Offices, Stornoway, Isle of Lewis HS1 2BW, telephone 01851 822690, fax 01851 705349, or Council Offices, Balivanich, Benbecula, HS7 5LA, telephone 01870 604990, fax 01870 602332.

Normal office hours are 9.00am to 5.00pm Monday to Friday. It would be advisable to discuss the proposals with us before you submit your application. Please ring us to make an appointment.

Note: Since incomplete/incorrect applications cannot be accepted, please check that you have completed your application correctly.

1. APPLICANT'S NAME AND ADDRESS

Please give your full name and address, including your postcode, and, if possible, a daytime telephone number.

2. AGENT'S NAME AND ADDRESS

You may decide to employ an agent, such as an architect, surveyor, builder who drew the plans, or a planning consultant, to complete these forms for you. If this is the case, all correspondence from the planning department will be sent to the agent.

Please give the name, address and phone number of the agent.

3. ADDRESS OR LOCATION OF PROPOSED ADVERTISEMENT

You should clearly state the full address of the application site, including the postcode if possible. If the site has no address, please give a written description which will allow people to identify it.

4. DETAILS OF PROPOSED ADVERTISEMENT

The description should fully and accurately reflect the nature of the development as failure to do so may result in your application being delayed. All measurements should be metric.

Five years is the maximum period of consent and an application for a longer period must be supported by special reasons.

5. RENEWAL

If the application is for the renewal of a consent previously granted by the Comhairle, it would be helpful if you could indicate the reference number.

6. PLANS

Please submit copies of the following:

Location Plan - This plan should indicate clearly the location of the site or premises in relation to existing roads or streets and existing buildings. In the case of sites in isolated areas, local place names should be given on the plan. Where possible, a tracing from the Ordnance Survey map should be used at a scale of 1:2500.

Site Plan - Where the sign is not to be fixed to a building, a plan to a scale of not less than 1/500 should show accurately the boundary of the site in which the applicant has an interest and the position of the sign relative to adjoining buildings, walls, fences, roads or other features.

Other Plans - Accurate detailed drawings of the proposed sign. Where signs are to be fixed on to a building, the elevation of the building and the position of the sign thereon should be submitted. For projecting signs, the width of the footpath over which the sign would project must also be given.