



**The Highland Council**  
Comhairle na Gaidhealtachd

SERVING The Highland Community

**ADVERTISEMENT APPLICATION**  
TOWN AND COUNTRY  
PLANNING (CONTROL OF ADVERTISEMENTS  
(SCOTLAND) REGULATIONS 1984

**PLEASE READ THE NOTES OVERLEAF CAREFULLY. IT IS IMPORTANT THAT THIS FORM IS COMPLETED CORRECTLY TO AVOID DELAYS IN PROCESSING**

1. APPLICANT'S NAME  
ADDRESS  
  
POSTCODE  
TELEPHONE NO.

2. NAME OF AGENT (IF ANY)  
AGENT'S ADDRESS  
  
POSTCODE  
TELEPHONE NO.

3. SITE OF PROPOSED ADVERTISEMENT

4. DESCRIPTION OF PROPOSED ADVERTISEMENT

i) Nature of advertisement, e.g. hoarding, signboard, projecting sign .....

ii) Colours to be used, background and lettering .....

iii) Height of highest part of sign above ground level .....

iv) Overall dimensions of sign .....

v) Size of letters or symbols .....

vi) Method of illumination (where appropriate) .....

5. PERIOD FOR WHICH CONSENT IS REQUIRED  
(Five years is normally the maximum period of consent, and an application for a longer period must be supported by special reasons)

6. SPECIAL CIRCUMSTANCES (IF ANY) which the applicant wishes to be considered.

7. I/We hereby make application to the Highland Council for consent to display advertisements in accordance with the details given above, and the drawings which accompany this application.

Signature of Applicant or Agent \_\_\_\_\_  
Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Application No.  
\_\_\_\_\_

Date of Receipt  
\_\_\_\_\_

**Fees**

Appl. £  
Advert. £  
TOTAL £

Date Paid  
\_\_\_\_\_

Receipt No.  
\_\_\_\_\_

**Grid Reference**  
\_\_\_\_\_

Settlement  
\_\_\_\_\_

Ward Number  
\_\_\_\_\_

**Local Plan**

Area No.  
Status  
Inset

Type  
Applicant  
Application

## NOTES

1. "*Advertisement*" means "any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction, and without prejudice to the foregoing provision includes any hoarding or similar structure used or adapted for the display of advertisement".
2. "*Illuminated advertisement*" means "an advertisement which is designed or adapted to be illuminated by artificial lighting, directly or by reflection or which is so illuminated for the purposes of advertisement, announcement or direction".
3. When exercising their powers under the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 a Planning Authority
  - a) shall, in the interests of amenity, determine the suitability of the use of a site for the display of advertisements in the light of the general characteristics of the locality, including the presence therein of any feature of architectural, historical, cultural or similar interest; and when assessing the general characteristics of a locality the Authority may disregard any advertisements therein being displayed;
  - b) shall, in the interests of public safety, have regard to the safety of persons who may use any road, railway, waterway (including any coastal waters), dock, harbour or airfield affected or likely to be affected by any display of advertisements; and shall in particular consider whether any such display is likely to obscure or hinder the ready interpretation of any road traffic sign, railway sign or aid to navigation by water on air; but without prejudice to their power to have regard to any other material factor.
4. It is a condition of every consent given by or under the 1984 Regulations referred to that, before any advertisement is displayed on land, the permission of the owner of that land, or other person entitled to grant permission, shall be obtained. Other conditions also apply to every consent given by or under the 1984 Regulations, as contained in Schedule 1 and Regulation 6.
5. If the Planning Authority do not give notice of how an application has been dealt with within a period of 2 months from the date on which the application is received by them, or any extended period agreed in writing between them and the applicant, the applicant may appeal to the Scottish Ministers. The appeal must be made within six months of the expiration of the period; it should state the circumstances of the case and should be addressed to the Chief Reporter, Scottish Executive Inquiry Reporters Unit, 2 Greenside Lane, Edinburgh, EH1 3AG.
6. Plans  
Scale drawings, including a site plan (to a scale not less than 1:10,000) and block plan (to a scale not less than 1:500) should be submitted with this application. Three copies of each drawing are required. Where the advertisement is displayed on or against a building, an elevation of the appropriate part of the building, showing the position of the advertisement, should be submitted.
7. The application, accompanied by three copies of all plans, should be submitted to the appropriate Area Planning and Building Control Office; the addresses are as follows:-  
  
Caithness.....Market Square, Wick, KW1 4AB.....Tel: (01955) 607 751  
Sutherland.....Drummuie, Golspie, KW10 6TA.....Tel: (01408) 635 352  
Ross & Cromarty.....Council Offices, 84 High Street, Dingwall, IV15 9QN.....Tel: (01349) 868 600  
Inverness.....1-3 Church Street, Inverness, IV1 1DY.....Tel: (01463) 702 606  
Nairn.....Barron House, 88 High Street, Nairn, IV12 4AU.....Tel: (01463) 703 636  
Badenoch & Strathspey.....100 High Street, Kingussie, PH21 1HY.....Tel: (01540) 661 700  
Lochaber.....Fulton House, Fort William, PH33 6XY.....Tel: (01397) 707 015  
Skye & Lochalsh.....King's House, The Green, Portree, IV51 9BS.....Tel: (01478) 612 412