

**APPLICATION FOR PERMISSION TO OCCUPY THE ROAD WITH AN
ADVERTISING SIGN FOR ONE OFF/COMMUNITY/CHARITY EVENTS
Roads (Scotland) Act 1984 Section 59**

Schedule of Charges: There is no charge for permission to occupy the road verge with an advertising or campaign sign.

Applicants and Business Name			
Address			
Post Code			
Tel No			
Mobile No			
E-Mail			
New Application (Y/N)		Renewal (Y/N)	

Address or Location of Proposed Sign/A Frame			
New Application – Please sketch on reverse proposed location of sign relative to business premises.			
Planning Consent ref is applicable			
Start Date		End Date	
Proof of Public Liability Insurance must be provided at time of application. Failure to provide this will result in the application being rejected.			
Insurance Co. Name	Policy No.	Renewal Date	Attach copy of Certificate of Insurance

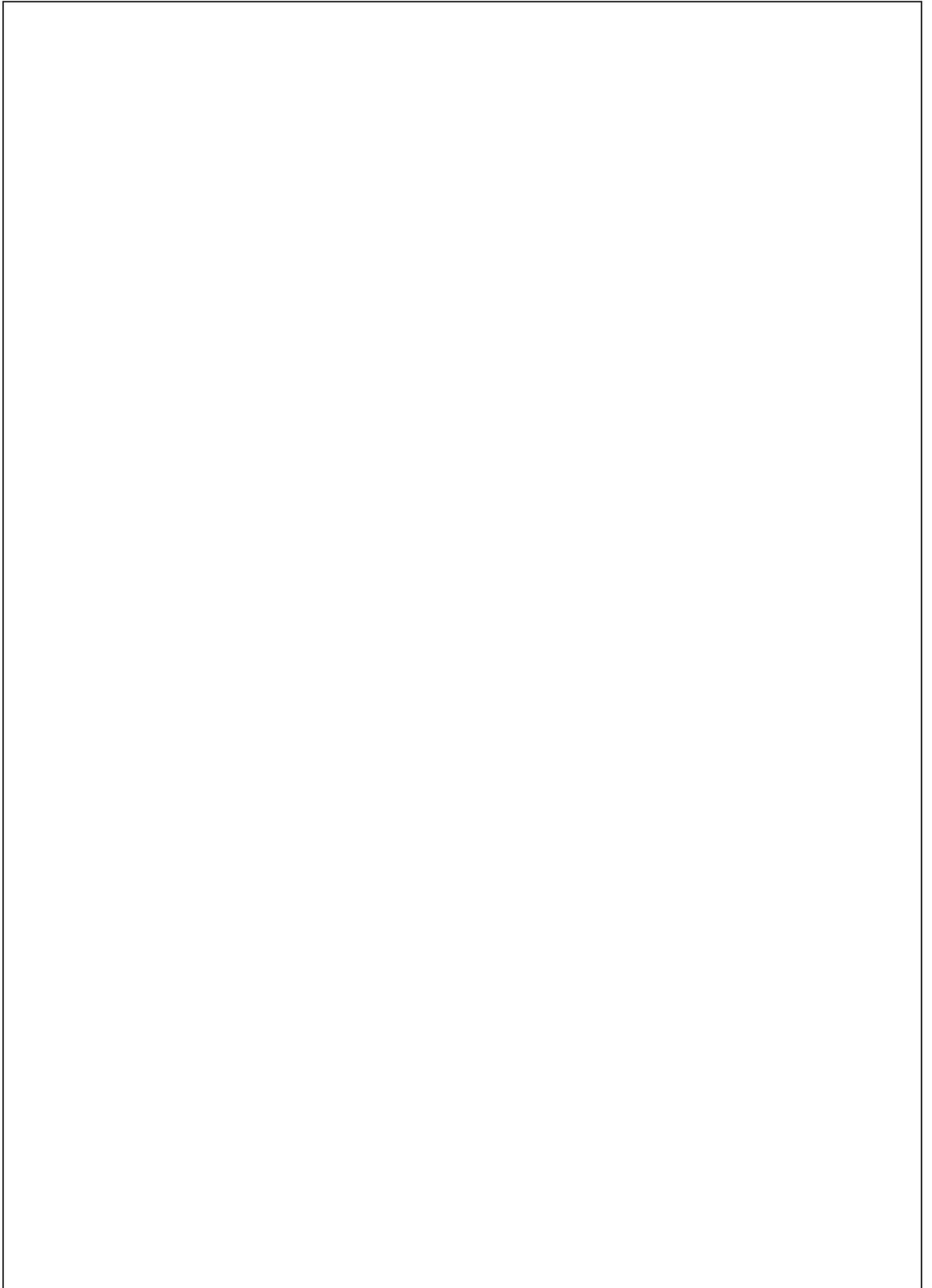
IMPORTANT: NO OCCUPATION SHOULD COMMENCE UNTIL YOU RECEIVE OFFICIAL PERMISSION FROM THE HIGHLAND COUNCIL

Declaration – I hereby apply for permission to occupy part of the adopted road as detailed above. I confirm that I have read and understood the Guidance Notes and Conditions for Granting of Permission relevant to this application and agree to be bound by these should this application be successful. I have in place Public Liability Insurance and will continue to have this in place throughout the duration of any permission granted. I have attached a copy of the current Public Liability Insurance Certificate.

Applicants Signature		Date	
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Please return completed application form to the relevant Area Roads and Infrastructure Office as detailed below in the Guidance Notes.

Sketch of Sign Location Relative to Business Premises



VERGE ADVERTISING SIGNS (INCL CAMPAIGN SIGNS)

NOTES FOR GUIDANCE AND CONDITIONS FOR GRANTING OF PERMISSION

1) COMMUNITY EVENT SIGNAGE

- Only signs promoting a short duration event (for example, Highland Games) organised by a properly constituted group or charity will be authorised.
- In seeking approval the owner of the sign must indemnify the Council against any third party claims so that the sign owner takes full liability for any damage or personal injury caused by placing the sign in the verge. Should an obstruction on a verge be a contributory factor in an accident those persons responsible for erecting or placing it could be liable for damages.
- Contact details must be provided on the back of any signage.
- Signs and locations to be approved by the Area Roads Operations Manager.
- Signage will be permitted up to 8 days prior to an event and must be removed within 2 days of the event.
- Large events which would generate high vehicular volumes would be expected to apply for temporary direction signs such as “AA” signing.
- No signs will be permitted to be fixed to any street furniture, including railings and street lighting columns.

In all cases it is a condition of the granting of permission that applicants have in place public liability insurance in the sum of £5 million. Applicants will be required to provide to the Roads Authority a copy of their certificate of public liability insurance with cover up to £5 million for any one event prior to the placement of any advertising sign on the verge or public space. Applicants are required to maintain such cover throughout the duration of any permission. In the event that the Roads Authority establishes that such cover is not in place all permissions in terms of this agreement will be rescinded and the applicant will require to remove the advertising signs forthwith.

The completed application form should be submitted to the Area Roads & Infrastructure Office covering the location of the proposed occupation.

The Highland Council, Roads & Transport, Caithness House, Market Place, Wick KW1 4AB. Tel 01955 609584 email: Roads.caithness@highland.gov.uk

The Highland Council, Roads & Transport, Drummuie, Golspie KW10 6TA. Tel 01408 635306 email: Roads.sutherland@highland.gov.uk

The Highland Council, Roads & Transport, Diriebught Road, Inverness, IV2 3QN. Tel 01463 644188. Email: Roads.inverness@highland.gov.uk

The Highland Council, Roads & Transport, Unit 4C, Dalfaber Ind Estate, Aviemore, PH22 1 ST. Tel 01463 644698. Email: Roads.LNBS@highland.gov.uk

The Highland Council, Roads & Transport, Balblair Road, Nairn, IV12 5LT. Tel 01463 703630. Email: Roads.LNBS@highland.gov.uk

The Highland Council, Roads & Transport, Carrs Corner, Fort William, PH33 6TL. Tel 01349 781095.
Email: Roads.LNBS@highland.gov.uk

The Highland Council, Roads & Transport, Area Office, High Street, Dingwall, IV15 9QN. Tel 01349 868440.
Email: Roads.rossandcromarty@highland.gov.uk

The Highland Council, Roads & Transport, Area Office, Dunvegan Road, Portree, IV51 9HF. Tel 01463 644724.
Email: Roads.skyeandlochalsh@highland.gov.uk