

**APPLICATION FOR CONSENT TO DISPLAY AN ADVERTISEMENT**

(Town and Country Planning (Control of Advertisements)  
(Scotland) Regulations 1984)

To **SCOTTISH BORDERS COUNCIL**

Ref. No. ....
Date of Receipt ....
Date of Decision ....
Tech Services Yes ..... No .....

We hereby make application to the Scottish Borders Council for consent to display Advertisement(s) (\* and for Listed Building Consent in respect of the display of the advertisement) in accordance with the particulars given below and the plans which accompany this application.

Signature of Applicant or Agent .....

Date .....

\* Delete if inappropriate

**1. APPLICANT** (Block Capitals please)

**2. AGENT** (If any) (Block Capitals please)

Name .....

Name .....

Address .....

Address .....

Telephone No. ....

Telephone No. ....

**3. SITE** of proposed advertisement .....

**4. DESCRIPTION** of proposed advertisement (This information need not be given if the application is for the renewal of consent previously granted by the Council.

(a) **NATURE OF ADVERTISEMENT** (a) .....  
e.g. hoarding, placard, sign board,  
hanging sign, etc. ....

(b) **POSITION** (if on building, give height (b) .....  
from ground level to underside of sign) .....

(c) **DIMENSIONS OF ADVERTISEMENT** (c) .....  
(also height of letters, figures,  
symbols, emblems, etc.) .....

(d) **IF ILLUMINATED** type of illumination (d) .....  
and colour, e.g. neon lighting contin-  
uous/intermittent, reflecting studs .....

(e) **MATERIALS** and colour of structure (e) .....  
.....

**5. RENEWAL OF CONSENT** If the application is for renewal of consent previously granted give the date and reference number of the previous consent.

Ref. No. .... Date .....

**6. (a) NAME and ADDRESS of OWNER of SITE** .....  
(if applicant is not owner) .....

**(b) HAS THE OWNER'S CONSENT BEEN OBTAINED?** .....

**7. ANY SPECIAL CIRCUMSTANCE WHICH THE APPLICANT WISHES TO BE CONSIDERED?** .....

.....

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

**CONSENT IS DESIRED TO RUN FROM**  
(Delete whichever is inapplicable)

- The date on which the application is approved
- \* The date on which the advertisement is erected

\* The Planning Authority should be notified of the date

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Two copies of this application and four copies of the drawings should be sent to the Planning and Development Department, Scottish Borders Council, Council Headquarters, Newtown St. Boswells, Melrose, TD6 OSA.

#### NOTES

1. For the purposes of this control "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 or any balloon used or adapted for use, for the display of advertisements, and references to the display of advertisements shall be construed accordingly."
2. **PLANS:** 4 copies of the plan(s), one coloured, to be submitted along with two application forms as follows:-
  - SITE PLAN:** The 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.
  - BLOCK PLAN:** Where the sign is not to be fixed to a building, a plan scale of 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 building walls, fences, roads or other features.
  - OTHER PLANS:** Accurate detailed drawings of the proposed sign. For projecting signs, the width of the footpath must be given.
3. The planning authority may call for further particulars if the details given on this form are insufficient to enable the application to be decided.
4. If the planning authority do not give notice of how an application has been dealt with within a period of two 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 Secretary of State. The appeal must be made within one month of the expiration of the period; it should state the circumstances of the case and should be addressed to the Secretary, Scottish Development Department, New St. Andrews House, Edinburgh EH1 3SZ. A copy of the appeal should at the same time be sent to the planning authority.