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West Lothian Council

ADVERTISEMENT CONSENT APPLICATION FORM

PLEASE READ GUIDANCE NOTES OVERLEAF BEFORE COMPLETING THIS FORM. IT IS IMPORTANT THAT THE FORM IS COMPLETED CORRECTLY TO AVOID DELAYS IN PROCESING

1. Name and Address of Applicant

Telephone No :

Fax No :

2. Name and Address of Agent

Profession :

Telephone No :

Fax No :

3. Site Address

Please enclose an accurate plan, preferably Ordnance Survey based, showing the location of the site outlined in red.

4. Type of Advertisement(s)

e.g. hoarding, hanging sign, signboard, projecting sign, fascia sign etc.

5. Size of Advertisement(s)

6. Materials and colours of Advertisement(s)

7. Illumination

Will the advertisements be illuminated?

If YES, please give details as to the type and method of illumination

☐ YES ☐ NO

8. Renewal

Is the application for renewal of a previous consent?
If YES, please give reference number of consent to be renewed.

☐ YES ☐ NO

Signed

Date

On behalf of

(if signed by an agent)

NOTES FOR APPLICANTS MAKING AN APPLICATION FOR ADVERTISEMENT CONSENT

USE OF THIS FORM

This application form is used for applications to display advertisements. If the advertisement is to be erected on a listed building, listed building consent will **ALSO** be required. This is a separate type of application and an application form for Listed Building consent should be submitted.

NUMBER OF FORMS

Please submit two copies of the form : one is for the planner dealing with the application, the other one is for the public register.

PLANS

The application should be accompanied by four copies of the following plans.
Location Plan : This should be at 1:1250 or 1:2500 and preferably based on the Ordnance Survey and include a north point. The site must be identified by a red outline. While the Council can provide Ordnance Survey plans there is a charge for this service which must be paid at the time of the application. Alternatively, Ordnance Survey plans can be obtained from an independant supplier.

Site Plans : Where free-standing advertisement signs are proposed, it is necessary to show their proposed position on a site plan. This site plan shall be at a scale of 1:200 and should show accurately the boundary of the site in which the applicant has an interest and the position of the sign in relation to adjoining buildings, walls, fences, roads or other features.

Detailed Plans : Accurate detailed scale drawings of the proposed sign(s) must be submitted. Where signs are to be fixed onto abuilding, show the proposed position of the sign on an elevation of the building. For projecting signs, the height above ground level of the lowest part of the advert must be given. For illuminated signs, describe the method of fixing and wiring.

APPLICATION FEE

This is to cover the administrative costs of processing your application. Cheques and postal orders should be crossed and made payable to West Lothian Council . Staf f in the Development Control Unit will be able to advise you of the current fee. Fee scales are also available.

ACKNOWLEDGMENT

You will receive an acknowledgment letter and receipt for your fees when your application is registered.

DETERMINATION

The Council is required to determine your application within two months of the date on which the completed application is registered. If that proves to be impractical, we will write to you to explain why and to request an extension, which you need not grant. If the Council does not determine your application within the two-month period and has not obtained your agreement in writing to an extension for the period, you have a right of appeal to the Secretary of State for Scotland.

FURTHER ADVICE

If you require any further assistance in preparing your application, please telephone, or call to see the Development Control Staff at County Buildings, High Street, Linlithgow EH49 7EZ. Telephone (01506) 775222.

FOR OFFICIAL USE ONLY

S No	.....	Fee	.....
Letter sent	.....	Receipt No.	.....
ApplicationNo	.....	Received by	.....
Date Registered	.....	Cheque/Cash/PO	.....

INPRINT Re-order No. **EPS71** (5/98)