



Application for Roundabout Sponsorship

1	Address of Roundabout you wish to sponsor:							
2	Number of signs required:							
3	Preferred location of sign (if appropriate)							
4	Name of Applicant:							
5	Business Address:							
6	Home/Correspondence Address (if different):							
7	Home Phone No:							
8	Work Phone No:							
9	Mobile Phone No:							
10	E-Mail Address: (Please note: Invoices may be issued electronically to the email address given)							
11	Preferred method of contact: (please <input type="checkbox"/> box as appropriate)	<table border="1"> <tr> <td>Email</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Telephone</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Letter</td> <td><input type="checkbox"/></td> </tr> </table>	Email	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Letter	<input type="checkbox"/>
Email	<input type="checkbox"/>							
Telephone	<input type="checkbox"/>							
Letter	<input type="checkbox"/>							

12	Name of proposed sponsor if different from applicant:	
13	Address:	
14	Contact Phone No:	
15	E-mail Address: (Please note: Invoices may be issued electronically to the email address given)	

16	Status of business (please ✓ box as appropriate)	Limited Company or PLC (Please answer questions 17 to 18)	
		Firm or Partnership (Please answer questions 19 to 26)	
		Sole Trader	

Please provide further details for a Limited Company or PLC incorporated under the Companies Act:

17	Registered Number	
18	Registered Office	

Please provide further details for a Firm or Partnership:

19	Name of Firm or Partnership	
20	Place of Business	
21	Name of Partner (#1)	
22	Home address of Partner #1	
23	Name of Partner (#2)	
24	Home address of Partner #2	
25	Name of Partner (#3)	
26	Home address of Partner #3	

If there are further partners please provide names and addresses on a separate sheet of paper

27	Nature of Activity to be advertised	
28	Where did you hear of the sponsorship scheme?	

Name (block capitals):

Position:

Signature:

Date:

Declarations:

1. I/we understand that in applying to sponsor a roundabout that I/we agree to the council either obtaining a financial reference in respect of the bank or building society account detailed above; and/or obtaining a credit reference agency search relating to the proposed sponsor(s) details given above.
2. I/we understand that any of the information obtained in connection with this application maybe shared with other service areas within West Lothian Council and that in signing this application form I/we give our consent for these purposes.
3. West Lothian Council is committed to the prevention and detection of crime. Any information you provide on this application form may be shared with the Police Service of Scotland for the purposes of the prevention or detection of crime, in accordance with the provisions of the Data Protection Act 1998, section 29.
4. I/we understand that completion of this form does not guarantee that I/we will be offered a sponsorship of the above property but that the council will have absolute discretion in this decision.
5. I/we agree that if the lease of this property is offered to me/us then I/we will be required to complete in full a direct debit mandate in respect of the monthly charge payable in respect of the property.
6. I/we hereby declare that the information given on this application form is correct in every respect. I/We understand that if any of the foregoing information is subsequently discovered to be false then this may lead to termination of any lease agreement which has been entered into on the basis of the information supplied and may prejudice any subsequent dealings which I/We have with the council in respect of any commercial or industrial property.
7. I/We declare that I/we :-
 - Are not subject to a Debt Arrangement Scheme; an undischarged bankruptcy/sequestration; any insolvency proceedings (such as bankruptcy, sequestration, liquidation, receivership or administration); any court orders relating to financial obligations; or an application for any of the foregoing.
 - Are not insolvent or apparently insolvent; in liquidation, receivership or administration.
 - Have not been wound up, dissolved or struck off; or signed any trust deed for or with creditors

Tel: 01506 281836

E-mail: propertymanagement@westlothian.gov.uk

Equality Monitoring Questionnaire – Roundabout sponsor

Property Management and Development is keen to ensure that it operates fairly, and without discrimination, in the letting of commercial property under its management. By completing and returning this form with your application you will help us to ensure that this is the case. The information you provide will be used solely for this purpose and not used to allocate property. [NB Where a lease is to be taken by a company, this form should be completed by the principal contact.] Thank you for your co-operation.

Name	
Property applied for	

Please ✓ boxes below as appropriate

GENDER Male Female

AGE Under 30 31 to 50 Over 50

ETHNIC ORIGIN

A. White

Scottish Other British Irish Other white background

B. Mixed

Any Mixed background:

C. Asian, Asian Scottish, or other Asian British

Indian Pakistani Bangladeshi Chinese

Other Asian background

D. Black, Black Scottish, or other Black British

Caribbean African Other black background

E. Other ethnic background

Any other ethnic background:

DISABILITY

Do you have any long term illness, health problem or disability which limits your activities?

[NB If your only impairment is that you are either short or long-sighted and this is corrected by wearing glasses or contact lenses please answer NO]

YES NO

Do you have any suggestions about how we can improve our service?

Please complete the attached Equality Consent slip and return it with your questionnaire.

