



Renfrewshire  
Council

# Application to Display Advertisements

Reference No: \_\_\_\_\_

Department of Planning & Transport  
HQ South Building, Cotton Street  
Paisley, PA1 1 LL  
www.renfrewshire.gov.uk

Tel: 0141 842 5811/5822 Fax: 0141 842 5833  
e-mail: dc@renfrewshire.gov.uk

TOWN & COUNTRY PLANNING  
(CONTROL OF ADVERTISEMENTS)  
(SCOTLAND) REGULATIONS 1984

Please read the notes for guidance before completing this form.

It is important that this form is completed correctly to avoid delays in processing. Remember to complete 2 copies of this form and submit both to the Council with your other documentation

## 1 Applicant(s)

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ e-mail \_\_\_\_\_

## 2 Agent

Company \_\_\_\_\_ Contact name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ e-mail \_\_\_\_\_

## 3 Location of proposed development

Address \_\_\_\_\_ Postcode \_\_\_\_\_

What is nature of business on premises? \_\_\_\_\_

## 4 Description of proposed advertisement (s)

For each advertisement, please specify: \_\_\_\_\_

Means of illumination: \_\_\_\_\_

Materials and colour of structure: \_\_\_\_\_

Height to base from ground level: \_\_\_\_\_

Have there been any pre-application discussions?

YES

NO

Name of Officer \_\_\_\_\_

## 5 Owner's Name and address (If different from applicant)

5

Name \_\_\_\_\_

Address \_\_\_\_\_

Has the owner been notified in writing of the application?

YES

N/A

## 6 Period of consent

6

Period for which consent is desired (see notes for guidance)

Consent is desired to run from (see notes for guidance and tick one box only):

Date of approval

Date on which advertisement is erected

## 7 Checklist Please tick **all** boxes

7

I enclose 2 copies of this form

I enclose 3 sets of the necessary plans and drawings

I enclose the necessary fee of £

**Your application cannot be registered until all these documents and the correct fee are received.**

## DECLARATION

Please check that you have completed sections 1-7 correctly. You must now sign the declaration below.

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Signature of applicant/agent (delete as appropriate)

\_\_\_\_\_ Date \_\_\_\_\_

**Data Protection Act 1998:** The information provided by you on this form will be used for the purpose of processing a advertisement application under the Town and Country Planning (Control of Advertisement) (Scotland) Regulations 1984. The Council may check the information provided by you with other information held. The information may require to be shared with other Council departments to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds. To assist in reaching a decision, the Council may require to consult with external bodies and organisations as required under the terms of the Town and Country Planning (General Development Procedure) (Scotland) Order 1992 and to accord with established departmental procedure. The application form and plans accompanying them will also be available for public inspection as required by Town and Country Planning legislation, and will remain on the public register of planning applications which the Council is required to maintain without limit of time. No other disclosures will be made unless the law permits the disclosure.

You can submit the application either by post to the Department of Planning & Transport at Council Headquarters, South Building, Cotton Street, Paisley PA1 1LL or by hand to 2nd floor, Gilmour House, Gilmour Street, Paisley PA1 1BY. The offices are open to the public (except on public holidays) between 8.45 am and 4.45 pm on Mondays to Thursdays, and from 8.45 am to 3.55 pm on Fridays. Please do not attempt to hand deliver planning applications to the Council offices during weekends.

## What happens next?

Once the Department of Planning & Transport receives your application, it will be checked to ensure that the forms have been completed correctly, that there are the correct number of plans and that the correct fee has been paid.

If, for some reason, the application is not complete, it cannot be processed and we will write to tell you what you must do.

If your application is complete, it will be registered and you will receive an acknowledgement letter. This will tell you the name of the officer dealing with your application, and a reference number which you should quote in all future correspondence with the Department of Planning & Transport. Once registered, details of your application will appear in the Weekly List of Planning Applications available online at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).

You should expect a decision on your application within 2 months following registration. If more time is required, you will be advised why and your consent to an extension of time will be sought.

## The decision

You will be sent a decision notice from the Council once your application has been determined. This will inform you whether your application has been granted, granted with conditions or refused.

## Your statutory rights

If your application is refused or you feel that any of the conditions imposed are unreasonable, you may appeal to the Scottish Ministers within 6 months of the date of the decision being issued. You may also appeal if a decision on your application has not been made by the Council within 2 months of registration and you have not agreed to an extension of time.

Appeals should be made to the The Scottish Executive Inquiry Reporters Unit, 4 The Courtyard, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR, (01324 696 400). See [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning) for details.

If you feel that the Council has failed to follow the correct procedures and that you have suffered an injustice, you may ask the Local Government Ombudsman to investigate. You should contact the Scottish Public Services Ombudsman, 4 Melville Street, Edinburgh EH3 7HX (0870 011 5378).

Please note that fees cannot be returned once an application is registered, regardless of the Council's decision.

# Application to Display Advertisements

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These notes have been prepared to help you fill in the application form. If you need any more help or are unsure if permission is required, please contact the Council's Development Control section (0141 842 5811/5822). Please note that you may also require to make applications for listed building consent, conservation area consent, or a building warrant.

PLEASE REMEMBER TO COMPLETE TWO COPIES OF THE FORM - PHOTOCOPIED SIGNATURES ARE NOT ACCEPTABLE

1

## Applicant's Name and Address (Please type or use BLOCK CAPITALS)

Please give your full name and address, including your postcode and, if possible, a daytime telephone number. If available, a fax number and email address should also be provided.

2

## Agent's name and Address

If you decide to employ an agent (such as an architect, planning consultant, surveyor or builder) to draw the plans and complete the forms for you this section must be completed. If this is the case, all correspondence from the Council, including the decision notice on your application, will be sent to the agent.

3

## Location of Proposed Development

Please describe the location of the application site using the postal address if known. Please ensure that the relevant street name and town is inserted.

You should also clearly outline on the location plan and block plan the land to which the application relates in **RED** and any other adjoining land the applicant owns in **BLUE**.

4

## Description of Proposed Advertisement(s)

Accurately describe the form of advertisement eg hoarding, placard, fascia sign, projecting sign.

Where more than one advertisement type is proposed, please specify the number of each.

Where illumination is proposed, the method and whether internal or external, must be described accurately.

Please describe the material and colour proposed for external surfaces.

All measurements should be expressed in metric terms.

The above information should be provided for each type of advertisement. Continue on separate sheet if required.

Please note that "see plans" is not sufficient.

5

## Owner's Name and Address

This section should be completed in every case.

The N/A box should only be ticked where the applicant is the owner.

Before an advertisement is displayed on land or premises, the permission of the owner must be obtained.

6

## Period of Consent

Consent can only be granted for a maximum of five years although a shorter period can be requested.

The period of consent can run from either the date of approval or erection of advertisement (s). You must specify which option you wish to take up. Where the second option is chosen you must inform the Department of Planning and Transport of the date on which the advertisement(s) is erected.



# Application to Display Advertisements

## General points to note

3 sets of plans are required. Plans should be submitted in sets to speed up the registration process.

All plans must be scaled in metric measurements. Plans submitted in the Imperial format (yards, feet and inches) will not be accepted.

Please note that these requirements are the minimum necessary for registering your application.

## Location plan

This should show the location of the site in relation to the surrounding area including all property and roads. It should be based on an Ordnance Survey map at either 1:1,250 or 1:2,500 scale in built-up areas or 1:10,000 scale in rural areas. The location plan detail should cover a full A4 sheet.

The location plan should have the application site clearly identified by marking its boundary in red. Other land in the ownership of the applicant or within the same land holding should be outlined in blue.

Copies of up to date Ordnance Survey plans can be supplied by the Council - please contact the Department of Planning & Transport's Reception Desk on 0141 842 5811 or 5822 for details of costs and copyright restrictions.

## Block Plan

This must be drawn to scale (1:200 or 1:500) and must show the full extent of the proposed development in relation to the site. This should include all existing and proposed buildings, walls, means of access and other physical features. The block plan must show the land adjoining the site, with existing buildings and other physical features accurately plotted. This enables the proposed development to be shown in its proper context.

## Elevations

These should also be drawn to scale (either 1:50 or 1:100) and should show what the development will look like from the front, rear and both sides if applicable.

Where signage is to be affixed to a building, the advertisement must be shown in relation to the details of the building and should be shown in the context of the start of any upper or lower levels of the same building and also in the context of signage areas of adjacent buildings.

Where a projecting sign is proposed, the width of the footway must be marked on the plan.

Separate existing and proposed elevational drawings must be submitted.

The location of any external illumination must be shown on the elevations.

## Detailed drawings

These plans must be drawn to scale (1:50 at largest) and should show details of the advertisement(s) itself, including illumination if relevant, and in relation to projecting signs, method of attachment to building.