



Planning &
Transportation

A Guide to Making An Application for Consent to Display Advertisements

The following guidance notes have been prepared to help you apply for consent to display advertisements and following the guidance will ensure that your application is considered without delay and a decision is issued in as short a time as possible. If you need any help to complete any part of this form, or are unsure if consent is required, please contact Planning & Transportation, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD or telephone 01738 476500 between the hours of 8.45 am to 5.00 pm, Monday to Friday.

Please note that you require a separate application form for planning consent, building warrant, listed building consent, conservation area consent and advertisement consent.

1 Name and Address of Applicant and/or Agent

If this form is completed by an agent (eg an architect or solicitor), all correspondence from this Service will be sent to the agent. If the agent is a firm or partnership, please give the name and phone number of the individual dealing with the application.

2 Location or Address of the Application Site

State the full address, including postcode, of the site of the proposed sign(s).

3 Description of Proposed Advertisement

Please give details of the proposed sign(s). This information need not be given if the application for the renewal of consent previously granted by the Council.

4 Previous Applications

Please give details of date and reference number of the previous consent.

5 Special Circumstances

Give details of any special circumstances you wish the Council to be aware of in support of your application.

6 Listed Building

Please complete this question to your best knowledge. If there is in any doubt in either case, please contact Planning & Transportation as a separate application for Listed Building Consent may be required.

7 Land Ownership

Where the applicant is not the owner of the site, consent of the owner must be obtained.

8 Declaration

Application Form

You must provide two copies of the completed and signed application form (one should be a photocopy).

Plans

You must submit 4 copies of a location plan ideally based on an Ordnance Survey plan, and of a site plan drawn to scale showing the site and adjoining properties and roads, with a red line drawn around the site and showing the direction north. If the applicant owns or controls any adjoining land, this must be edged with blue lines. You must submit 4 copies of a plan giving details of the size of the sign, any constructional fixtures such as struts or stays and the position of the proposed sign(s) on the existing building or on the site.

Fees

You must pay a fee before the Council will commence consideration of your consent to display advertisements. The fees required are set out by the Scottish Executive - see the Town and Country Planning (Fees for Applications and deemed applications) (Scotland) Regulations, 1983. A summary is attached for your guidance. Cheques should be made payable to "Perth & Kinross Council".

Completed Application

Your completed application may be sent to the Head of Development Control, Planning & Transportation, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD or delivered by hand to Planning & Transportation or to any of the Council's area offices during normal office hours. Failure to complete the forms satisfactorily or to provide all the necessary plans is likely to result in your application being delayed.

Further Information

For the purposes of the Regulations '**advertisement**' means *"any word, letter, 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 (excluding any such thing employed wholly as a memorial or as a railway signal) and without prejudice to the foregoing provisions includes any hoarding or similar structure used or adapted for use for the display of advertisements, and references to the display of advertisements shall be constructed accordingly."*

What Happens Next?

On receipt of the application, it will be checked by Planning & Transportation. If the application is not complete, you will be sent a letter specifying the outstanding information that is required before the application can be registered. Once the application is complete, it will be registered, you will be sent a letter confirming the brief description of the proposed development, the application reference number, and the date of registration. You may appeal to the Scottish Ministers if the application is not determined within two months of the date of registration, unless you agree to an extension of time.

Planning & Transportation will undertake appropriate consultations, if necessary publicly advertise the application, inspect the site and undertake a professional assessment of the proposed development. The determination of applications for consent to display advertisements is delegated to the Head of Development Control, Planning & Transportation.

In due course, you will receive a written decision to approve, to approve with conditions, or to refuse the planning application. Reasons will be given for any conditions attached to an approval and reasons will be given for refusal of planning permission.

The pressure on Planning & Transportation to determine a large number of planning applications as effectively and efficiently as possible means that the applicant, or the agent, will only be contacted when Planning & Transportation requires the applicant to give further consideration to a particular issue, eg to provide additional information which may be required to enable a statutory consultee to respond, or to consider suggested design amendments to the proposal.