North Ayrshire Council

# Roads (Scotland) Act 1984 – section 90

# Application for a licence to erect amenities (such as display banners, hanging baskets, seasonal decorations/lights etc) over a public road, footway or verge.

**Important:** Please complete this form in full and provide all requested documentation. Failure to do so may result in delays or refusal.

**Details of Applicant**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |

**Details of Contractor/Organisation erecting displays etc (if different from above)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |

**Name of responsible person to be contacted in the event of a fault, emergency etc.**

|  |  |
| --- | --- |
| Name |  |
| 24 Hour Telephone Number |  |

****

|  |
| --- |
| Please enter details below of the type of amenity being requested (such as seasonal decoration, promotional banners, hanging baskets etc) |
|  |
| Please detail below the precise location(s) of the proposed amenity. Please include building name/address and street name(s) |
|  |

|  |  |
| --- | --- |
| Proposed date of amenity set up/installation (dd/mm/yyyy) |  |
| Proposed date of removal  (dd/mm/yyyy) |  |

|  |  |
| --- | --- |
| Does this application involve attaching anything to lighting columns (lamp posts)? | Yes  No |
| If you answered Yes above, please list here the relevant lighting column numbers (you should find numbers marked on all lighting columns) |  |
| Have supports been structurally inspected? | Yes  No |
| Is previous inspection still valid? If yes, please supply copy of Inspection Certificate | Yes  No |
| Can you provide evidence of display features being electrically tested? | Yes  No |
| Are displays using lighting supply network? | Yes  No |
| Wattage/consumption details provided to allow electrical load calculations? | Yes  No |
| Can you provide evidence of electrical network having been electrically tested? | Yes  No |

****

Please include the following documents with your application:

* A copy of relevant location plan(s)
* Evidence of public liability insurance
* Detailed technical specification, and installation details, of any proposed attachments from supplier.
* A copy of energy agreement if required (please see below for more details on this)
* Structural Inspection Certificate (if still valid)
* Wattage/consumption details

Please remember if you do not include these documents, it may cause delays or refusal of the application.

****

**Energy Agreements**

If your amenity requires an electricity supply, the loading/wattage details provided by the manufacturer or supplier and required timeframe should be passed to Scottish Power who can be contacted on 0800 074 0052 or [www.scottishpower.co.uk](http://www.scottishpower.co.uk). They will confirm your connection to their network, power consumption and cost/agreement. Once calculated, they will ask you to identify your preferred supplier (e.g. Scottish Power, Scottish Gas, N-Power etc). You will be required to enter an energy agreement with your supplier for the costs of the energy used.

**Amenity Display Conditions**

Please tick this box to confirm that you agree to the Amenity Display Conditions, which can be accessed by [clicking here](https://www.north-ayrshire.gov.uk/Documents/PropertyServices/InfrastructureDesign/Roads/AmenityLicenceConditions.doc) or by visiting <https://www.north-ayrshire.gov.uk/roads> and selecting “Road Maintenance Permits and Services.”

Please email the completed form and all required documents to [roadspermits@north-ayrshire.gov.uk](mailto:roadspermits@north-ayrshire.gov.uk) or send by post to **North Ayrshire Council, Roads Permits, 3rd Floor East, Cunninghame House, Irvine, KA12 8EE**.

If you have any queries, please telephone our **freephone** call centre on **01294 310000.**

****

**This section to be completed by North Ayrshire Council staff processing this application.**

|  |  |
| --- | --- |
| Have all required details and documents been provided? | Yes  No |
| Has this application been approved? | Yes  No |
| Licence Number |  |
| Approved By |  |
| Approval Date |  |
| Any optional comments |  |

****