



APPLICATION FOR PERMISSION TO PLACE TEMPORARY FOOTWAY/FOOTPATH SIGNAGE

Signs and locations must be approved in writing by the Transportation Section of Moray Council. This application is restricted to signage within footways/footpaths. Signs outwith the road boundary are dealt with by the Planning Service. This policy is also restricted to roads within the control of The Moray Council as local roads authority, that is, it does not apply to private, unadopted or trunk roads (i.e the A95 between Keith and the boundary with Highland Council or the A96)

The Moray Council has expressed a desire to cater for the needs of local businesses where possible without compromising pedestrian safety. The policy (which is available from the Transportation Section of the Moray Council and on the website) sets out the conditions and restrictions to be met

Applicant Details

Name: Business name

Address:

..... Post Code:.....

Contact Telephone No.....(Day) (Night) FAX No.....

Email Address.....

Application Details for SIGNS IN FOOTWAY/FOOTPATH

Site Location: (1 Sign per property) (Please return a plan with details)

Opening hours of Business:

Monday (Signs must be removed when premises are closed)

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Size of Sign.....mm wide.....mm high.

I/We agree to the conditions overleaf and to the General Conditions of Permission.

Signature of Applicant or Agent Date

For Office Use Only

Approved By.....

Date.....

Application No

NOTES FOR GUIDANCE OF APPLICANT

Obstructions on footways can cause great difficulty for some sections of the communities, particularly the elderly, wheelchair users, partially sighted or blind people, people with prams or pushchairs and those with walking difficulties

1. The completed form should be submitted:
 - By Post to: Transportation Manager, The Moray Council, P.O. Box 6760 Elgin, IV30 9BX
 - By E Mail to : roadspermits@moray.gov.uk
2. AT LEAST 5 WORKING DAYS NOTICE IS REQUIRED FOR FOOTWAY/FOOTPATH SIGNAGE OCCUPATION PRIOR TO PERMISSION BEING GIVEN.
3. For the purposes of the Act, the definition of "road" includes footway and verge.
4. Contact details should be provided on the back of all authorised signs.
5. The General Conditions of Permission are available on the Council's website.
6. This permission does not warrant the approved signs as safe. The responsibility for safety of the signs, including erection and removal, lies with the applicant.
7. Indemnity The applicant shall indemnify The Moray Council as Roads Authority for and against all actions, claims, demands, costs, charges, damages, losses and expenses of whatsoever kind or nature which may be brought or made against them or incurred by them in respect of the negligence, omission or default of the holder of this permission or those for whom the holder of this permission is responsible arising in respect of any operations authorised by this permission unless due to the negligence or other breach of legal duty on the part of the Council or of any person for whom the Council are responsible.
8. All signs must:
 - Be placed at the rear of the footway i.e. at the building line
 - Present no hazard to pedestrians or wheelchair users
 - Have no sharp edges, protruding nails or rotating parts
 - Be no more than 500mm wide
 - Be securely fixed and sufficiently stable to withstand being easily knocked or blown over
 - Be removed when premises are closed.
 - Not reduce visibility for road users at a junction, access or bend.
 - Not obscure any road sign
 - Not be fixed to street furniture
 - Not reduce the remaining available footway width below 1.5m
9. Only one sign is permitted outside a property.

10. All obstructions that do not comply with these conditions will be treated as unauthorised and the owner will be asked to remove them within 24 hours. Failure to comply with this request will be dealt with as follows:

- Owners will be verbally requested to remove the obstruction within 24 hours
- If this request is not complied with a formal letter will be issued advising that an offence is being committed under Section 59 of the Roads(Scotland) Act 1984
- If the obstruction is still not removed after a further 24 hours, it will be removed by Moray Council and the owner charged with any expenses incurred.

11. Notwithstanding the above, The Moray Council retains the right to remove any sign or object, under any circumstances if it is felt to be unsuitable or dangerous.