

## Application for Street Signs

Once your application has been received, it will be checked, and the fee will be calculated. An invoice will be issued by the City of Edinburgh Council for the fee required under separate cover.

Please complete & return to [streetnaming@edinburgh.gov.uk](mailto:streetnaming@edinburgh.gov.uk)

<b>1</b>	<b>APPLICANT</b>	
	a	Full name
	b	Postal address
	c	Contact telephone number
	d	Email address

<b>2</b>	<b>INVOICE ADDRESS (IF DIFFERENT)</b>	
	a	Full name
	b	Postal address
	c	Contact telephone number
	d	Email address

<b>3</b>	<b>DEVELOPMENT DETAILS</b>	
	a	Development name
	b	Address or location of development
	c	Street naming application reference
	d	Officer contact

The location of street nameplates will be in accordance with the guidance contained within the [Statutory Addressing Charter](#). Whenever practical, street nameplates will be mounted on walls, buildings or other boundary structures, but where this is not practical, they will be erected in frames as near as possible to street corners/junctions.

The Council will maintain the signage once installed and replace when necessary.

Please note that additional fees will apply for phased signage installation on large developments. The first installation phase will not incur this fee, subsequent phases will.

A phased signage approach will only take place with prior agreement from the Street Naming team, installation at CC6 will take place in all other circumstances.

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## MANDATORY SIGNAGE REQUIREMENTS

1. Two street name plates are required for each road junction. Where the road is a cul-de-sac, only 2 signs may be required.
2. Where a new junction intersects a road, a street name plate is required for the existing road from which the new development is being accessed.
3. Please note, your Road Construction Consent may indicate a requirement for “No Through Road” symbol to be incorporated onto street signage. Please ensure that this is noted clearly below.

Street name	“No Through Road” sign	Number of signs

**Optional Signage:**

Additional signage may be requested for a development. Where this is requested, the Council will purchase, erect and maintain the signage thereafter. The costs applicable to additional signage are the same as mandatory signage.

<b>5</b>	<b>OPTIONAL SIGNAGE REQUIREMENTS</b>	
	Please specify the wording as required accurately and provide a <b>site plan</b> identifying the desired location.	
	Sign Name	Number of Signs

<b>SIGNATURE OF APPLICANT/AGENT</b>	<b>DATE</b>
<i>I certify that the information given by me in this form is true and accurate to the best of my knowledge. I am the legal owner or representative of the property/development/land, and as such have the right to make the application</i>	