|  |  |
| --- | --- |
| (For official use only) | |
| Reference Number | Click or tap here to enter text. |

Please read the guidance notes on page 2 prior to completing this form.

|  |  |
| --- | --- |
| **Part A: Applicant Details** | |
| Applicants Full Name | Click or tap here to enter text. |
| Number & Street | Click or tap here to enter text. |
| Town | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Part B: Destination Details** (The place to be signed) | |
| Destination Name | Click or tap here to enter text. |
| Destination Description | Please provide a brief description of the destination i.e. church, community centre and / or link to website. |
| Number & Street | Click or tap here to enter text. |
| Town | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Destination Owner | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part C:** Schedule of Sign Locations. *(A plan/ map must also be included)* | | | |
| Number of Signs | | Click or tap here to enter text. | |
| Applying for brown tourist signs  *(if yes, must include Visit Scotland Accreditation)* | | Select. | |
| **Sign No** | **Location** *(Lamp Post number/ new poles and outside house number)* | **Street Name** | **Direction the sign is to face** |
| **e.g.** | *On LP EDN001 outside number 12.* | *Edinburgh Road* | *Northwest* |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Further information** (if required)**:** | | | |
| Click or tap here to enter text. | | | |

**Guidance notes.**

**Please read carefully before completing the request form.**

1. This form is to apply for permanent directional signs or a change to current signs for a destination.
2. Please complete all parts of the application form. If you have any questions, you can contact the Traffic Signs Team on [TrafficSignApplications@edinburgh.gov.uk](mailto:TrafficSignApplications@edinburgh.gov.uk).
   * + - 1. This is a fillable form. To add more signs, click on the plus arrow to the right of the row.
3. The applicant must include the following with their application:
   1. A plan/ map with the locations of the proposed signs clearly marked.
   2. [Visit Scotland](https://www.visitscotland.org/supporting-your-business/visitor-experience/brown-tourist-signs) accreditation if applying for brown tourist signs.
4. Once completed, the form should be emailed to [TrafficSignApplications@edinburgh.gov.uk](mailto:TrafficSignApplications@edinburgh.gov.uk).
5. This is a chargeable service to recover the costs incurred. A quote will be given to the applicant and if accepted, the applicant is liable for and will be invoiced for all costs incurred during the application, inspection, design, manufacture, and installation.
6. The following documents must be complied with:
   1. Traffic Sign Regulations and General Directions 2016 (TSRGD)
   2. Traffic Sign Manuals
   3. City of Edinburgh Council Signing Policy.
7. Once the request is received it will be reviewed by a member of the team and the proposed sign locations inspected. The Traffic Signs Team may contact you to provide additional information or to discuss your request.