

APPLICATION FOR CONSENT for City Dressing Banners

APPLICATION DETAILS

Please complete all fields:

<i>Description of Event:</i>	
<i>Contact Name:</i>	
<i>Address:</i>	
<i>Telephone Number:</i>	
<i>Out of Hours Contact Number:</i>	
<i>Email Address:</i>	
<i>Name and address of banner artwork supplier:</i>	

<i>Start Date of Event:</i>		<i>Finish Date of Event:</i>	
<i>Date of installation of banner(s)</i>		<i>Date of removal of banner(s)</i>	
<i>Requested Street Name(s)*:</i>		<i>Lighting Column / Pole Location Reference Number(s)*:</i>	

**Please refer to the 'Approved Banner Locations' maps showing precisely which columns and ground based pole locations are suitable for use (subject to availability). Link to the maps: <https://cultureedinburgh.com/sites/default/files/attachments/council-approved-banner-locations.pdf>*

Applicants should apply for consent at least **6 weeks** prior to the date they wish the banner(s) to be erected.

Conditions for the grant of consent, information required to be submitted with your application, and information on fees are set out in the 'Guidelines for City Dressing Banners' overleaf.

Please submit your completed application form to citydressing.banners@edinburgh.gov.uk along with all relevant attachments.

Declaration

I/We agree to comply with the conditions set out in the attached 'Guidelines for City Dressing Banners' pertaining to a consent granted as a result of this application.

Name of Applicant.....Date.....

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GUIDELINES FOR CITY DRESSING BANNERS

Consent to place a banner over any part of the adopted road, including the footway, for any purpose is granted by the issue of a permit by The City of Edinburgh Council as the Roads Authority under Section 90(1) of the Roads (Scotland) Act 1984. Any person who contravenes Section 90(1) of the Act, or the terms or conditions of any consent given there under, commits an offence.

The granting of permission under Section 90 of the Act only relates to placing a banner over the road and applicants will need to ensure that they obtain any other necessary permits and permissions which would generally fall under the requirements of section 56 and 58. The granting of other relevant permits/consents should not be taken as an indication that erection of a banner will be permitted.

City Dressing in Edinburgh

City dressing is defined as a temporary process which promotes the enhancement by decoration of defined parts of the city in association with an event or celebration.

City dressing is about celebrating the city, reinforcing its brand values, enhancing the experience of the city and promoting it as a world class location for national, international and civic events.

A City Dressing Strategy has been developed for Edinburgh. A key principle is that dressing is temporary thereby has a significant impact. It appears in relation to an event and is removed after the event ends.

City dressing has two complementary strands:

- Place enhancement relates to the promotion of Edinburgh and its capital city status.
- Event enhancement relates to the promotion of particular events which take place within the city.

The location and form of banners and other city dressing will be carefully controlled to allow maximum effect while ensuring that there are no adverse impacts. The positioning of banners should complement the prevailing townscape of their location and high quality materials should be used.

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Conditions for the grant of consent

Banners may be permitted at the locations scheduled in the 'Approved Banner Locations' maps subject to suitability and availability. To view the maps please click on the following link: <https://cultureedinburgh.com/sites/default/files/attachments/council-approved-banner-locations.pdf>.

The use of banners will be controlled reflecting the significance of the event being promoted as follows:

BANNER LOCATION	CATEGORY A International	CATEGORY B National event	CATEGORY C Local event
Royal Mile	The Royal Mile is a ceremonial route and will continue to be used primarily for the display of flags and heraldic banners		
Princes St	X		
City Centre Nodes	X	X	
Approach Roads	X		
Gateways	X		
Venues	X	X	X
Town Centres			X

The proposed duration of the banners on site will be assessed on a case-by-case basis but should usually be no more than **28 days**.

Banners should comply with the attached template at the end of this form, which sets out the approved dimensions and format.

Information required to be submitted with your application

A sample of the proposed banner artwork (to scale) should be attached to this application for approval. If a variety is proposed then a copy of the "Approved Banner Locations" map(s) should be annotated showing which banner goes where. Please refer to the attached 'Banner Template' for guidance.

If applicants intend use a private contractor to erect, maintain and remove the banners, a method statement setting out how this will be undertaken shall be submitted with this application for approval.

Erection and Removal of Banners

If the Council is erecting the banners, once approved they should be printed as per the attached template and delivered via recorded delivery to the Stores Manager, Bankhead Road Service Depot, 14 Bankhead Avenue, EH11 4HD.

Delivery of the banner should be **at least one week** in advance of the event start date and will be removed by the Council's Road Services during the week after the event finishes. The banner(s) should be uplifted from the Depot within one week of its removal from site. No responsibility for the safekeeping of the banner(s) will be accepted by the Council after this time.

The Council reserves the right to remove a banner(s) at short notice should this be required to allow access by the emergency services or statutory undertakers or for any other competent reason. Should removal be required the Council will endeavor to re-erect the banner(s) as

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soon as practicable and at no cost to the applicant. Should re-installation not be possible, a refund of fees may be considered by the Council.

Fees

The following assets are generally used to support the display of banners:

- Lampposts;
- Ground based poles inserted into existing pavement sockets; and
- Ground based poles supported by moveable concrete bases.

Hire and inspection fees will be confirmed on the submission of your application and will depend on the nature and scale of your proposal.

Current hire fees for ground based poles can be accessed via this link – <https://cultureedinburgh.com/sites/default/files/attachments/city-dressing-fees.pdf>

If you wish the Council to erect, maintain and remove the banner(s) fees will be confirmed on the submission of your application.

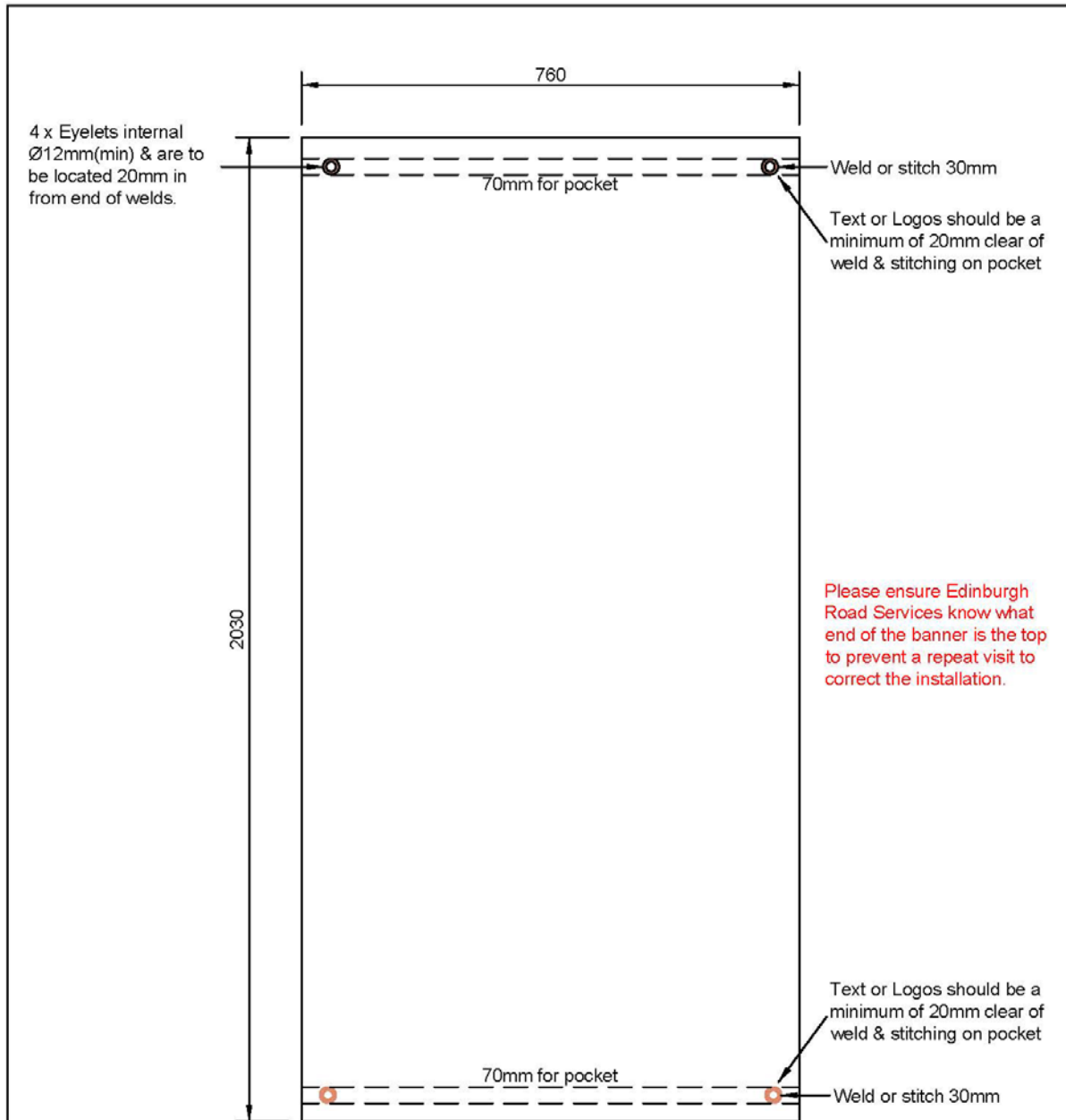
Fees may be negotiated for registered charities and events which will have a social or economic benefit to the local area.

Making a payment

The Council will issue an invoice for the fee (where relevant) and this should be paid as soon as possible after the removal of the banners.

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Banner Template



Print on both sides of DSB700, 700gr/m² premium grade flexible blackout PVC.

70mm pocket at top & bottom of banner, welded & stitched.

The use of sponsor's name and logos should cover no more than 15% of any display

 EDINBURGH THE CITY OF EDINBURGH COUNCIL		BANNER TEMPLATE FOR CEC BANNERS	
PLACE. The City of Edinburgh Council, 14, Bankhead Avenue, Edinburgh, EH11 4HD Tel. No. 0131 - 458 8010	ROAD SERVICES LIGHTING	Date: May 2017 Scale: NTS	Drawn by: CS Designed by: N/A Checked by: LMc
		DRG. NO. CEC13/01/19	