**APPLICATION TO ERECT BUNTING,CHRISTMAS LIGHTS OR CHARITY STALL ON A ROAD OR FOOTWAY**

Roads (Scotland) Act 1984 – Application For Consent To:

TO COMPLETE THIS FORM PLEASE CLICK OR TAP ON THE WHITE TEXT FIELD OR SELECT A CHECK BOX.

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| Please tick: |

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|  | ERECT A STALL FOR CHARITY (Section 59) | Occupy a portion of road/footway to erect a stall or place goods for sale for fund raising for a Registered Charity. (This does not include selling goods/ merchandise from a vehicle). |
|  | ERECT BUNTING/FESTIVE LIGHTS OVER THE ROAD/PAVEMENT  SEE CONDITIONS BELOW. | Should you require fixtures or fittings on street lighting columns separate agreement will be required. Please contact street.lighting@fife.gov.uk to arrange approval or discuss requirements. It is also recommended applicants have appropriate third party insurance cover. |

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| 1. Location/Town: | (Click or tap here to enter text.) |
| 2. Street/Route: | (Click or tap here to enter text.) |
| 3. Description and detail of request including start and end date and time. | (Click or tap here to enter text.) |
| 4. Name and address of Event Applicant/Community Council/Charity (If a Charity please supply Reference number) | (Click or tap here to enter text.) |
| 5. Name and address of Applicant | (Click or tap here to enter text.) |
| 6. Insurance Company Name and Policy Number (PLI) | (Click or tap here to enter text.) |

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| I/We agree to comply with the conditions set out in the attached notes pertaining to a permission granted as a result of this application |

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| Name of Applicant (Print): (Click or tap here to enter text.) |

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| Signature of Applicant (Click or tap here to enter text.) | Date: DATE |

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| IMPORTANT NOTICE  Following approval of the Council as Road Authority, and pursuant to Section 140 of the Roads (Scotland) Act 1984 all expense reasonably incurred for site inspection associated with the issue of permits under Section 59 Roads (Scotland) Act 1984 may be recovered by means of a charge payable by the applicant. |

CONDITIONS FOR ERECTION OF BUNTING AND CHRISTMAS LIGHTS:

1. Bunting and Christmas Lights are to be erected with a minimum clearance above the carriageway of 5.5 metres (please take into consideration sagging caused by inclement weather) so as not to cause a potential obstruction or hazard on the road to live traffic. Due to the aforementioned issues with sagging, Fife Council do not recommend zig-zagging bunting across the roadway.
2. Bunting must be removed immediately after the event. In the event that the bunting is not removed within two days of the event Fife Council shall be entitled to remove the bunting and the applicant will meet the whole cost incurrent by Fife Council in doing so.
3. The applicant will meet the whole cost of repairing any damage done to any property, plant or services belonging to Fife Council or other person as a result of the erection of the bunting or Christmas lights.
4. The applicant will free and relieve Fife Council of all claims whatsoever arising from the erection, fixing, display or use of the bunting or Christmas lights. **Applicants are strongly advised to take out appropriate insurance.**
5. Attention is drawn to the requirements under the Health and Safety at Work Act 1974 and the various other safety requirements relating to any activities on the road.
6. This consent shall in no way be taken to be a consent or authority to enter upon private ground or property for the purposes of erecting the bunting or Christmas lights.
7. Fife Council shall be entitled at any time and for any reason whatsoever to withdraw its consent to the erection of any bunting or Christmas lights and may on written demand require the applicant to remove them immediately failing which Fife Council shall be entitled to remove the bunting or Christmas lights.
8. The applicant is responsible for ensuring that any Fife Council planning requirements are met.
9. The method of installation and maintenance of any works on the road requires to be signed (road works signs) to conform to Chapter 8 of the Traffic Signs Manual to ensure awareness of the public and safety of the operatives. This document is available for viewing at the local Area Roads office.

Please return the application form to [FifeEvents@fife.gov.uk](mailto:FifeEvents@fife.gov.uk)

For any queries contact:

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