



Business Centre G.2 Waverley Court 4 East Market Street Edinburgh EH8 8BG Tel: 0131 529 3550 Email: planning@edinburgh.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100726574-001

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Description of Proposed Advertisement(s)

Please describe the proposal: (You must select at least one) *

- ☒ Fascia sign ☐ Box sign ☐ Canopy ☐ Projecting sign
☐ Hoarding ☐ Flag ☐ Advance sign ☐ Other

How many advertisement signs are you seeking consent for? *

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Will the advertisement(s) be illuminated or non-illuminated? *

non-illuminated

Please describe the type and colour of illumination to match the details on your plans. (e.g. by external white floodlights, internal blue lighting etc): * (Max 500 characters)

Please describe the dimensions of the advert, materials used for its construction and the methods to be used for fixing it to the building: * (Max 500 characters)

Signs to be made up from flat cut 3mm aluminium letters coated one std RAL colour (Anolok 545 / RAL 7008.) with fired on rear 50mm long stud fixings and supplied with opal spacers coated to Anolok 545 / RAL 7008. Allowing for 25mm stand off from building. Letter Text height: 225mm/125mm Overall size: 3287mm x 480mm

Will any of the proposed advertisement(s) project over a footway or public road? *

☒ Yes ☐ No

Is this a renewal of a previous consent: *

☐ Yes ☒ No ☐ Dont Know

Site Address Details

Planning Authority:

City of Edinburgh Council

Full postal address of the site (including postcode where available):

Address 1:

6 BRISTO SQUARE

Address 2:

SOUTHSIDE

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

EDINBURGH

Post Code:

EH8 9AL

Please identify/describe the location of the site or sites

Northing

673165

Easting

325894

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

☐ Applicant ☒ Agent

Agent Details

Please enter Agent details

Company/Organisation:	The University of Edinburgh		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Estates	Building Name:	The Department of Estates
Last Name: *	Department	Building Number:	9
Telephone Number: *	0131-650-2470	Address 1 (Street): *	Infirmary Street
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Edinburgh
Fax Number:		Country: *	Scotland
		Postcode: *	EH1 1NP
Email Address: *	small-projects@ed.ac.uk		
Is the applicant an individual or an organisation/corporate entity? *			
☐ Individual ☒ Organisation/Corporate entity			

Applicant Details

Please enter Applicant details

Title:	Other	You must enter a Building Name or Number, or both: *	
Other Title:	The University Court	Building Name:	Old College
First Name: *		Building Number:	
Last Name: *		Address 1 (Street): *	South Bridge
Company/Organisation	The University of Edinburgh	Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH8 9YL
Fax Number:			
Email Address: *			

Advertisement(s) Period

Please state the period of time for which consent is sought for the advertisement: *

☐ 5 Years ☒ More or less than 5 years

If more or less than 5 Years, please state number of years: *

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Pre-Application Discussion

Have you discussed your proposal with the planning authority? *

☐ Yes ☒ No

Interest in the Land

Does the applicant own the land or buildings concerned? *

☒ Yes ☐ No

Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? *

☐ Yes ☒ No

Checklist – Application for Consent to Display an Advertisement

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit all this information may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

A Location plan which identifies the land to which the application relates drawn to an Identified scale and showing the direction of north. *

☒ Yes ☐ No

A copy of other plans and drawings or information necessary to describe the proposals. *
(two must be selected)

☒ Site Plan or block plan identifying where advert will be displayed.

☐ Detailed Elevations.

☐ Drawings of signs (including details of illumination).

☒ Cross sections of signs showing relationship to building.

☒ Photomontage.

Owners consent: ☒ Yes ☐ No

You must submit a fee with your application. Your application will not be able to be validated until the appropriate fee has been received by the planning authority.

Declare – Advertisement Consent

I, the applicant/agent certify that this is an application for advertisement consent as described in this form, the accompanying plans, drawings and additional information.

Declaration Name: The University of Edinburgh Estates Department

Declaration Date: 15/09/2025

Fee Exemption Reason

I have arranged to pay my fee directly to my Authority