

Application for Permission to Use a Raised Structure

Orkney Islands Council

Civic Government (Scotland) Act 1982

All questions must be answered. Continue on separate sheet(s) if necessary.

1.1. Full name (Block capitals).	Surname.	Forename(s).
1.2. Home address including post code.		
1.3. Telephone numbers (landlines for home and business; and mobile).		
1.4. Email address.		

2.1. Describe the proposed structure.	
2.2. State what it is to be used for.	
2.3. State whether it is for standing or seating accommodation.	
2.4. If it is for seating, provide details, for example numbers of seats and numbers of rows.	
2.5. If it is for standing, state the maximum number of persons intended to stand on the structure at any one time.	
2.6. Will it be constructed? If so, what materials will be used? Provide dimensions and details of method of construction. Provide technical drawings. Continue on separate sheet(s).	
2.7. Is it pre-constructed, for example a flatbed of articulated lorry or moveable sectional construction? If so, provide details. Continue on separate sheet(s).	

<p>2.8. Will there be steps and handrail(s) leading up to and down from the structure? Will these be specially constructed or pre-formed and set up on site? If to be constructed, provide details of materials, method of construction, height of step. Continue on separate sheet(s).</p>	
<p>2.9. How will the structure be secured on site (with regard to stability)? Provide details. Continue on separate sheet(s).</p>	
<p>3.1. Where will the structure be located? Provide an address and a location plan.</p>	
<p>If the structure is to be located on Council property, provide details and evidence of public liability insurance (including name of insurance company, amount and extent of liability) in force or proposed. The amount of cover should not be less than £5 million.</p>	<p>The Council will require sight of the Policy prior to issuing any permission.</p>
<p>3.2. Will the structure be used in connection with an event? If so, name the event, for example, County Show.</p>	
<p>4. State the days and time(s) for which the permission is required.</p>	

Declaration:

A. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.

B. I/We understand that the Authority is required to collect the information supplied by me/us as detailed in this form in terms of legislation to enable it to make decisions on applications.

C. I/We understand that the information supplied by me/us as detailed in this form may be held and used by the Authority for the purpose of considering permissions and that information may be disclosed to Police Scotland and other relevant parties for vetting and background enquiries whilst processing and determining the application.

D. I/We understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I/we have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature of Applicant: _____ Date: _____

Signature of Agent: (if applicable). _____ Date: _____

Any person who in, or in connection with the making of, this application makes any statement which s/he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine.

To be lodged with Legal Services, Orkney Islands Council, Council Offices, Kirkwall, Orkney KW15 1NY, together with the appropriate fee and documentation.

Form Version: 2012.
Updated: 2018-06-12.

For Official Use.	
Date Received.	
Fee Paid £.	
Expiring.	