

Please detach and return front page with necessary documents specified in the attached guidance.

Form TC1 – 2018/2019

Receipt Number .....



**ROADS (SCOTLAND) ACT 1984 – SECTION 59  
APPLICATION FOR**

**RENEWAL APPLICATION FOR OCCUPATION OF THE PUBLIC ROAD FOR PURPOSES OF  
SETTING UP A MARKET STALL**

To: Executive Manager, Shetland Islands Council, Roads & Transport Network, Gremista,  
Lerwick, Shetland, ZE1 0PX

1. Name and address of Applicant

2. Business name and address

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.....

.....  
.....  
.....

Tel. No.....

Tel. No. ....

3. Site Location

4. Dimensions of Area to be occupied

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.....  
.....

Please also provide a sketch plan of the area

Width .....Depth.....

When will area be occupied (time/days of week).....

Tel. No. ....

.....

5. Please provide the number of individual units.....to be used.

Renewal Date: .....

Permit No. :.....

6. Payment of £            per square metre occupation .....sqm

Total Fee applicable £.....

7. Signature .....

Print Name .....

Company ..... Date .....



### **NOTES FOR APPLICANTS**

1. Applications should be completed and returned together with the sketch plan and applicable fee to : Executive Manager, Shetland Islands Council, Roads & Transport Network, Gremista, Lerwick, Shetland, ZE1 0PX
2. Submission of an application will not necessarily guarantee that consent will be granted.
3. Applicants who are successful will be notified within 2 weeks of the date of receipt of the application.
4. All applicants will have to adhere to the terms and conditions set out by Shetland Islands Council.
5. A copy of the terms and conditions are attached to the application for your information.
6. Renewal of consent, on an annual basis will be subject amongst other factors to the applicants performance and management of the designated area during the previous consent.
7. An initial registration fee of £61.81 will be charged by the Roads Service, for a consent application to cover the cost of site inspection, processing of applications, preparing plan, site marking and administration. (one of charge for regular events)
8. A charge of £5.36 per sqm will be applied to the area of occupation for a regular event (eg weekly/monthly/annually) covering the total duration of the planned event(s).
9. For one of events, an admin charge of £61.81 plus a charge of £2.16 per square metre occupied is applicable.
10. If you have any queries about any part of your application, please call Neil Robertson on 01595 744 875

## **Requirements of Placing Tables and Chairs in the Footway**

1. Consent will be for a defined location, occupying a specific area, which must not be exceeded. All apparatus must be kept within this area.
2. The agreed boundary should allow a minimum 2m clearance for the passage of pedestrians beyond the operational area.. Visibility sight lines must not be obstructed at road junctions, accesses, pedestrian crossing points and the like.
3. Proprietors require approval for any boundary markings, no paint or permanent fritting will be permitted .
4. Street furniture style, canopies and displays must have the approval of the Council.
5. There may be timing restrictions on the operation of the stalls depending on existing traffic regulation orders. (for example, Commercial St – not before 11:30 to allow for delivery vehicles)
6. It is the responsibility of the proprietor to keep the area clean and free from litter at all times. The area should be swept clean at the end of each day.
7. No music or public address system, amplified or otherwise will be permitted.
8. The proprietor shall indemnify the Council as Roads Authority from and Against all actions, claims, demands, costs, charges, losses and expenses which may be brought or made against them or incurred by them in the occupation of the road granted under the consent.
9. Any authorised officer of Shetland Islands Council or the Northern Constabulary can suspend the consent at any time.