

Neighbourhood Watch Sign Request

Please send the completed proforma to: <p style="text-align: center;">SFC Transport, Parking Services 329 High Street Edinburgh EH1 1YJ</p> (For the attention of Mr Tom Mochan)	Please deliver a copy of the completed proforma plus the Neighbourhood Watch Signs (if applicable) to: <p style="text-align: center;">SFC Road Services 14 Bankhead Avenue Edinburgh EH11 4HD</p>
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<p><u>Name of Neighbourhood Watch:</u></p> <p><u>Name and Address Of Watch Coordinator:</u></p>	I confirm that the Neighbourhood Watch named opposite is registered on the national database of Neighbourhood Watch groups, administered by Neighbourhood Watch Scotland and I have provided evidence of this. Coordinator Signature:..... Date:
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In accordance with the agreement reached at the Lothian Regional Council Transportation Committee on 18th March 1992 it is requested that.....(no.) Neighbourhood Watch Signs, (which are of one of the approved design/s), be erected at the locations detailed in the attached schedule.

I understand that there is a charge for carrying out the necessary work and that I will be invoiced for the cost of the work required in due course.

Yours faithfully,

Daytime Telephone Number/s;

Please indicate your preferred option:

Option	Description	Cost per sign	✓
a)	We require the City Of Edinburgh Council to supply the appropriate signs and to erect them on site.	£27.08 *	<input type="checkbox"/>
b)	We will supply the necessary signs and will deliver them, and a copy of this proforma, to the Council's Bankhead Avenue depot. We require the Council to erect these signs on our behalf.	£6.00 *	<input type="checkbox"/>

The cost of supplying and erecting signs may be subject to change. For current costs please contact Mr Tom Mochan by telephone on 0131-469-3655 or by email at tom.mochan@edinburgh.gov.uk

- Notes: (Please read carefully)
- 1/ No work can start until a copy of the proforma has been received by the SFC Transport, Parking Services
 - 2/ **Do not** send any payment with the proforma. You will be invoiced once the works are complete;
 - 3/ Please give clear instructions for the positions of all signs;
 - 4/ Signs should only be erected at the entry points of a Neighbourhood Watch area, and not on each individual street
 - 5/ Please ensure that all parts of the proforma have been completed;
 - 6/ Neighbourhood Watch Scotland will provide evidence of registration upon request: 01786 463732 or info@neighbourhoodwatchscotland.co.uk
 - 7/ Signs may be purchased from any supplier/manufacturer, but must conform to one of the approved designs. It will not be possible to erect signs of a non-standard design
 - 8/ SFC Roads Services normally has a 6 week programme. We would anticipate that works should, therefore, be completed within 6 to 8 weeks from receipt of this request;

Schedule Of Signs		
Location (<u>Lamp Column Number, o/s</u> <u>house no etc</u>)	<u>Street Name</u>	Direction Sign Is to Face
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Please provide any further information that you consider may be useful in the space below: