**Applicants complete parts A & B then send to** **info@neighbourhoodwatchscotland.co.uk**. Read the guidance below prior to completing this form.

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| **Part A: Applicant Details**  |
| Neighbourhood Watch Name | Click or tap here to enter text. |
| Coordinators Name | Click or tap here to enter text. |
| Number & Street | Click or tap here to enter text. |
| Town | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| **The Neighbourhood Watch and Coordinator named above must be registered on the national database of Neighbourhood Watch groups which is administered by Neighbourhood Watch Scotland.** |

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| **Part B:** Schedule of Sign Locations.  |
| Number of Signs | Click or tap here to enter text. |
| Requesting the use of Street Lighting Columns | Select. |
| **Sign No** | **Location** (Lighting Column/ Lamp Post number and outside house number) | **Street Name** | **Direction the sign is to face** |
| **e.g.**  | *On LP EDN001 outside number 12.* | *Edinburgh Road* | *North West* |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Further information** (if Required)**:** |
| Click or tap here to enter text. |

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| **Part C: NWS** (For official use only) |
| The person named below is employed by NWS and confirms the applicant is the Coordinator of a registered NWS group. |
| Name | Click or tap here to enter text. |
| Date  | Click or tap to enter a date. |

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| **Part D:** Review (For official use only) |
| **Sign No.**  | **Remarks** | **Suitable** |
|  | Click or tap here to enter text.  | Select. |
| **Further Information** |
| Click or tap here to enter text. |
|  |
| Date Received | Click or tap to enter a date. |
| Reference Number | Click or tap here to enter text. |
| Approver Name | Click or tap here to enter text. |
| Date approved | Click or tap to enter a date. |

**Guidance.**

**Please read carefully before completing the request form.**

1. This form is to apply for consent to mount neighbourhood watch (NW) signs on Street lighting columns.
2. The mounting of NW signs on traffic sign poles will not be authorised.
3. If signs are to be mounted to other structures or buildings the local NW coordinator should seek consent from the structure/ building owner.
4. Neighbourhood Watch Scotland has public liability insurance which covers NW signs and their installation by the local NW group.
5. The City of Edinburgh Council accepts no responsibility or liability for personal injury or damage to property in relation to the installation or maintenance of neighbourhood watch signs.
6. Please complete sections A and B of the request form. If you have any questions you can contact the Traffic Signs Team on TrafficSigns@edinburgh.gov.uk.
	* + - 1. This is a fillable form. To add more signs, click on the plus arrow to the right of the row.
7. Once completed, the form should be emailed in its original format (Not PDF) to info@neighbourhoodwatchscotland.co.uk.
8. NW Scotland will check that the applicant is the Coordinator of an approved NW Group, complete section C then forward the form in its original format (Not PDF) to TrafficSigns@edinburgh.gov.uk.
9. Once the Traffic Signs Team receive a request form it will be reviewed by a member of the team and the proposed sign locations inspected. The Traffic Signs Team may contact you to provide additional information or to discuss your request.
10. The Traffic Signs Team will then send confirmation via email stating which signs can be installed. The applicant can then order the A3 (300mm x 420mm) signs from Neighbourhood Watch Scotland and install them.

**Notes.**

* Signs cannot be attached to concrete lighting columns.
* Payment to cover our costs is currently not being asking for, however this can change with little or no notice.
* Signs will only be erected at the entry points into a Neighbourhood Watch area, and not on each individual street.
* NW signs should be installed so that the bottom edge of the sign is no less than 2500mm above ground level.