

Application form requesting consideration of Tourist Signing

Advice on completing this form:

1. Study the enclosed guidance document to determine whether you consider you are likely to be eligible. Eligibility does not necessarily confer approval for signing.
2. If you are asking for signs on Motorways or Trunk Roads, applications should be made to Herefordshire Council, and this will be forwarded to the Department for Transport (DfT) Highways Agency, who are responsible for signs on these roads. The final decision upon provision of signing on these roads rests with the Highways Agency.
3. You are required to complete the relevant sections of the form as fully as possible and enclose supporting documentation together with a crossed cheque for £250.00 made payable to Balfour Beatty Living Places Limited. The cheque is to cover the costs of investigating your request and is non-refundable.

Please type or print in black ink.

General Section:

1. Name of Applicant
- Address of Applicant
-Post Code
- Telephone No Mobile No
- Email**
2. Position of Applicant (Owner / Curator / Tenant etc)
3. Address of the Property / Attraction / Facility to be signed, if different from above. **(Please give full address and supply map indicating location)**
.....
.....
.....Post Code
4. How long has this establishment been in existence?yrs
(If planning permission has been granted for Tourism please enclose a copy of the approval notice)
5. Please supply evidence of promotion to tourists, e.g. information leaflets, giving print numbers and dates, cuttings, advertisements, or other promotional material. Details should indicate clear travel directions and a map if necessary.
6. Specify opening times throughout the year, indicating hours per day, days per week and weeks per year.
.....
7. Is the attraction open to the casual visitor during normal opening hours?

Yes / No

For office use

General Section Continued:

For office use

8. Have you applied for tourist signing before? Yes / No
 If yes, please indicate when.....

9. Do you have any existing road signs? Yes / No

10. Please indicate under which attraction you wish the facility to be signed.

- | | | | | | | | |
|-------------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|------------------|--------------------------|
| Theme Park | <input type="checkbox"/> | View Point | <input type="checkbox"/> | Hotel / Motel | <input type="checkbox"/> | Restaurant | <input type="checkbox"/> |
| Historic Property | <input type="checkbox"/> | Picnic Site | <input type="checkbox"/> | Bed and Breakfast | <input type="checkbox"/> | Public House | <input type="checkbox"/> |
| Museum | <input type="checkbox"/> | Tour / Drive | <input type="checkbox"/> | Self Catering | <input type="checkbox"/> | Café | <input type="checkbox"/> |
| Parks / Gardens | <input type="checkbox"/> | TIC's / TIP's | <input type="checkbox"/> | Caravan / Camping | <input type="checkbox"/> | Shop | <input type="checkbox"/> |
| Zoo | <input type="checkbox"/> | Cycle Route | <input type="checkbox"/> | Youth Hostel | <input type="checkbox"/> | Theatre / Cinema | <input type="checkbox"/> |
| Nature Reserve | <input type="checkbox"/> | Sporting Facility | <input type="checkbox"/> | Sporting Venue | <input type="checkbox"/> | Leisure Complex | <input type="checkbox"/> |

Other (please specify)

11. Brief description of facility / attraction

.....

12. What wording would you like on the sign (not to exceed 25 letters including spaces and only one symbol per sign where appropriate)?

.....
 Commercial names will only be considered where appropriate, but no symbol is permitted for retail establishments.

Please include a plan indicating locations for signing you wish to be considered.

13. Please specify number of parking spaces for cars – Onsite

Off site (Within 100m)

14. Please indicate number of toilets Disabled toilets

Having completed the above, proceed to the relevant section (A, B or C) and complete the declaration.

| | |
|--|----------|
| A) Tourist Attractions: | |
| Please specify number of parking spaces for coaches – Onsite | |
| Off site (Within 100m) | |
| Whether refreshments are available | Yes / No |
| Interpretation and information available | Yes / No |
| Facilities for disabled | |

For office use

B) Accommodation:

1. Hotels / Motels, Bed & Breakfast, Farmhouses.

Number of beds provided
 Please supply evidence that you are a current member of a recognised local or national independent inspection scheme

2. Self Catering Facilities of Holiday Centres.

Number of separate units
 Please supply evidence that you are a current member of a recognised local or national quality assurance scheme

3. Camping / Caravan Sites.

Please specify how many pitches are available to tourists
 (Minimum of 20 required)

Please specify number of static caravans

Please supply evidence that the site is currently licensed under the Caravan Sites and Control of Development Act 1960 (or Public Health Act 1936) and evidence that the site is currently registered under a locally or nationally recognised quality assurance scheme

C) Services:

1. Public Houses

Are meals provided at lunchtime and evenings Yes / No

Are facilities for children available Yes / No
 Please enclose a copy of Children's Certificate if held.

Please provide evidence of registration under Food Safety (General Food Hygiene) Regulations and Food Safety Act 1990.

(Note if bed symbol is required then treat as hotel / motel – provided more than 6 beds)

2. Restaurants / Café

Number of covers (minimum 25)
 Please provide evidence of registration under Food Safety (General Food Hygiene) Regulations and Food Safety Act 1990.

3. Shops

Indicate distance to next nearest shop or shopping centre

Number of retail units on site

4. Picnic Sites

Number of tables available

Are these available to anyone with their own food? Yes / No

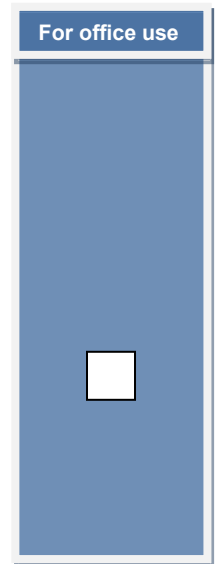
Declaration:

I confirm that this form has been completed truthfully and that all necessary approvals and certificates are in existence and currently valid.

I confirm that if approval for tourist signing is given I will be responsible for the costs associated with the design, manufacture and erection of the signs. The signs will remain within the ownership of the Council, but in the event of them being stolen, damaged or destroyed I will be expected to pay the cost of subsequent repair or replacement.

Signed Date

Print Name



NOTE: If subsequently the signing of this attraction is found not to conform to any legal or statutory requirements the Authority will remove the signs and any replacement will be subject to the full application procedure.

We will keep your data for up to 7 years. Your information may be shared with other teams within Herefordshire and Herefordshire Council in order to provide you with the service. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

When completed this form should be returned, together with enclosures and a cheque for £250.00 made payable to Balfour Beatty Living Places Limited to:

**Herefordshire Council
Traffic Management
Economy & Environment
Plough Lane
Hereford
HR4 0LE**

