



Application for Tartan Registration

You will need to create a user account before you can register a new tartan. You can do this online at www.tartanregister.gov.uk. You will then need to complete the form below. Please send your completed application, an image or woven sample of your tartan and cheque for £70 Sterling (made payable to the Scottish Government) to cover the application fee, to:

The Administrator
The Scottish Register of Tartans
National Records of Scotland
HM General Register House
2 Princes Street
Edinburgh EH1 3YY

Alternative methods of payment are available, please contact 0131 535 1395/1384 if you require information about these.

Your application will be reviewed and checked against the registration criteria. We may contact you during this process to clarify and/or discuss your application. When all the checks have been completed, your tartan will be added to the Register and a certificate of registration despatched.

For further information on the details required, please refer to the printable or online guidance notes at www.tartanregister.gov.uk.

Customer details

Title: Mr Mrs Miss Ms Other:

Forename: Surname:

Company: if applicable)
(Optional)

House Name/Number:

Address:

Email address:

Telephone Number:

Publication of contact details in the Register

The *Scottish Register of Tartans Act 2008* requires applicants to provide their name and contact details in order to set up a User Account. Please indicate whether you wish these details to be published online in the Scottish Register of Tartans:

Display your email address on the website with this tartan? Yes No

Display your name and address on the website with this tartan? Yes No



The Scottish Register of Tartans

Notes:

- You may choose to publish your name and address and/or your e-mail address.
- Publishing your contact details will enable users of the Register to contact you directly if they wish to ask permission to use or reproduce your tartan.
- You are responsible for ensuring that the contact details in your User Account are up-to-date so that published information is accurate.
- If you choose not to publish your contact details they will not be visible online. Your contact details will however be retained for administrative purposes.

National Records of Scotland

- will not publish your personal details without your permission.
- is committed to ensuring that your information is secure. Unauthorised access or disclosure is prevented by physical, electronic and managerial safeguards.
- will not divulge or sell your personal information to third parties or share it with other Government departments or agencies without your prior permission.

Tartan Details

Tartan Name:

Designer: Tartan Date:

Source:

Please give the background, rationale and history for the tartan:

Tartan Category:

Please choose from the following:

- | | | | | | |
|----------|--------------------------|---------------|--------------------------|-----------|--------------------------|
| Clan | <input type="checkbox"/> | Commemorative | <input type="checkbox"/> | Corporate | <input type="checkbox"/> |
| District | <input type="checkbox"/> | Fashion | <input type="checkbox"/> | Military | <input type="checkbox"/> |
| Name | <input type="checkbox"/> | Other | <input type="checkbox"/> | Royal | <input type="checkbox"/> |

Note: a coloured photograph or woven sample of the tartan which you wish to register must accompany this application.



The Scottish Register of Tartans

Woven Sample Details

Has this tartan been woven? Yes No

If the design has been woven, please enclose a sample with this form. Your sample will be used in the registration process and will then be permanently preserved in the national archives.

If not do you intend to have it woven? Yes No

If you do not intend to weave your tartan, please explain how else you intend to use it:

If you would like advice or assistance on how to have your tartan woven, please see the links provided on the Register (www.tartanregister.gov.uk/links.aspx). Alternatively you can contact the Scottish Tartans Authority (<http://www.tartansauthority.com/>) which represents many of Scotland's weavers and tartan suppliers.

Threadcount

An accurate thread count is essential for registration. Once your tartan has been added to the Register the threadcount cannot be amended. Please read the guidance notes on the preferred format for your threadcount, and check whether your tartan is unique to the Register by using the Scottish Register of Tartans "Compare Designs" facility (<http://www.tartanregister.gov.uk/searchDesigns.aspx>).

Is the Tartan Symmetrical? Yes No

Please provide threadcount details. Please state whether the threadcount is given over the full sett or the half sett and whether a full or half count is given at the pivot points:



The Scottish Register of Tartans

Colour Code Details

Colour Code Details:

Please explain the meaning of the colour codes used in your threadcount.

Options for sharing your Threadcount

If your tartan is published on the Register, we may receive requests to provide the threadcount to third parties. Choose one of the following options to indicate how you wish us to respond when we receive such requests:

- You agree that we may give out the threadcount to anyone who requests it.
- You wish us to refer all such requests to you for your decision.
- You do not wish the threadcount to be given out to anyone and ask that we refuse such requests on your behalf.

Intellectual Property Rights (IPR)

Please provide the name and email address for the owner of the IPR associated with this tartan.

Name:

Email:

Have the IPR in this tartan been registered?

Yes

No

Please use the space below to specify with which Intellectual Property Office, UK or other, the IPR in your tartan has been registered. Please also supply the registration number and the date of registration. You should attach a copy of the relevant certificate along with your application to support the information given.

IPR Registration Details: (Optional)



The Scottish Register of Tartans

Authority

Do you have the authority to register this tartan? By selecting 'yes' you are certifying that you:

- authorise the Keeper to register this tartan
- own the IPR associated with this tartan or have permission from the owner of the IPR to register it
- have the authority to use the proposed tartan name and can provide evidence of this authority
- have written consent to the inclusion of any third party names and contact details on the Register
- indemnify the Keeper in respect of any liability to meet any damages or expenses incurred as a result of or in connection with the registration of this tartan.

Yes

No

Restrictions

You may use the fields below to record any restrictions you wish to impose on the wearing, the weaving or the general use of your tartan.

Please note that the Keeper is not responsible for enforcing any restrictions and has no authority to do so.

For further information on protecting your IPR in the UK, please visit the UK Intellectual Property Office at <http://www.ipo.gov.uk>

Are there any restrictions on who may wear/use this tartan?

Yes

No

(If **yes** please provide details)

Are there any restrictions on who can weave this tartan?

Yes

No

(If **yes** please provide details)

Any other restrictions?

Yes

No

(If **yes** please provide details)



The Scottish Register of Tartans

Thank you for completing this application form. Please do not forget to include an image or sample of your tartan, all supporting documentation and the application fee.

You will normally hear the result of your application within twenty working days. We will only contact you in this time if we require further information or have any questions.

If you have any queries in the meantime or wish to check on the progress of your application, please contact:

Email: enquiries@tartanregister.gov.uk

Fax: 0131 535 1363

Tel: 0131 535 1395/1384



The National Records of Scotland
H.M. General Register House
2 Princes Street
Edinburgh EH1 3YY

Tel +44 (0) 131 535 1395
Email: enquiries@tartanregister.gov.uk.

