

Community and Environment
Corporate Director – Brendon Hills

**Community & Environment Services
Application to erect a hoarding on the highway
Section 172 of the Highways Act 1980**

Please contact this office for a site visit before completing this application form.

The Council charge is **£82.00** for three months for an area up to 10 metres plus an initial inspection fee of **£33.00**. A deposit of **£100** is also required which is refunded if there are no outstanding damages, or clearance required by the Council. Refunds are made by cheque. The applicant will be sent a bill for any costs in excess of the deposit. The licence conditions must be followed.

Please read the attached notes and conditions

| | |
|---|---|
| Name of applicant | |
| Home or Business Address | |
| Telephone | |
| Name of Public Liability Insurance Company | |
| Policy Number | (Please attach a copy of the insurance certificate) |
| Site address | |
| Site telephone | |
| Size (in metres) and location of hoarding | |
| Details of any pedestrian walkway being created | |
| Full width of footway | |
| Full width of carriageway | |
| Start date | |
| End date | |
| <p align="center">Value of cheque enclosed (payable to Harrow Council) £100 deposit + £82.00 fee + £33.00 inspection fee = £215.00 For every other 10 metres there is an additional charge of £82.00 Renewal for 3 months = £70.00</p> | |

Declaration

I, the signatory below, agree to comply with the licence conditions and the provisions of Section 169, 172 & 173 of the Highways Act 1980. I also accept responsibility for the structure on the highway, and will indemnify the Council against any damage, accident or claim.

Signed **Status.....** **Date**

address Harrow Council, Civic Centre PO Box 18, Station Road, Harrow, HA1 2UT

tel 020 8901 2600 email eh@harrow.gov.uk web www.harrow.gov.uk fax 0845 280 1845

Hoarding on the Highway

Standard Conditions

The applicant must ensure the following:

- a. The safety of the general public is the first consideration at all times.
- b. That care and attention is paid to public safety when erecting and dismantling the structure when placed on the footway, and public are excluded from the work area, whilst ensuring free passage is maintained.
- c. A copy of a new safety inspection report is send to the council every fortnight. (The deposit will be forfeited if this is not done).
- d. Public liability insurance is obtained that includes the public highway.
- e. The structure is adequately lit during the hours of darkness.
- f. The structure is sited as directed on the Licence.
- g. Hoardings must be at least 2.44m high and constructed of smooth, close-boarded timber. No other material is to be used.
- h. Access points in the hoarding must not open outwards over the public highway.
- i. White bulkhead lights must be fixed at the top of the boarding at intervals of 3m.
- j. Hoardings must be painted a uniform colour and any graffiti painted over promptly.
- k. Advertising material must not be placed on the hoarding. Any fly-posting must be removed promptly.
- l. Consent from the relevant Authority must be obtained to enclose fire hydrant, gully, statutory undertakers and local authorities access cover, services or apparatus within the hoarding.
- m. The structure is removed on or before the expiry date of the Licence, unless an extension has been granted by the council.
- n. The highway in the vicinity of the structure is kept clean and clear of any obstruction at all times.
- o. The full cost of any necessary clearance and repairs to the highway, street furniture or statutory undertakers equipment resulting from your activities is paid.
- p. Harrow Council is indemnified against any third party claim arising from your presence on the highway.

Please note any additional special conditions attached to the licence

Notes For Applicants

- Inspections are carried out periodically both in and out of normal working hours. Persons found not to be complying with the conditions of any Licence will be reported for possible legal action.
- The Licence is valid for the period stated. A maximum of 3 months at a time may be granted. Application for renewal must be received at least 7 working days before the expiry of the existing Licence.

When completed, please return the form to Harrow Council, Community Safety, PO Box 18 Civic Centre, Harrow, Middlesex HA1 2UT. If you have any problems or questions, please contact Bill McKay on telephone 020-8736 6293 or fax 0845 280 1845.