



Licence Application
2024/25

Place Directorate
Environmental Services Director
Cathy Knubley

A Board Licence

A Board Licence Application to place on the Highway
Highways Act 1980

Section 1 Licence Type		
New application	Amend existing Licence	Renewal of Licence

Consultation Start date:	End date (28 Days):	Licence Start date:	Licence End date:

Section 2 Applicant details		
Full Name:	Name of company :	Type of business:

Address:	Company Address:

Telephone number:	Mobile number:	Email address:

Section 3 A Board Location (A detailed sketch plan must also be submitted with dimensions) Maximum size must not exceed 637mm (width) x 1100mm (height) x 800mm (depth)	
Property name / number:	Street Name:

Town:	Postcode:



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Section 4

Insurance details – Public liability insurance of a minimum of £5million per claim must be provided up to completion of the guarantee period for the permanent reinstatement (Evidence must be submitted with this form)

Insurance company name:	Address:

Telephone number:	Policy number:	Expiry date:

Section 5

Licence fee per year: £195.30 (non-refundable)

Section 6 Declaration

Print Name:

I confirm that the foregoing details are correct, and I will notify the council immediately of any changes to these details.

I confirm I have read the application in full and I, the signatory below, agree to comply with the licence conditions and the provisions of the [legislation].

Signed:

Date:

Please note the following are NOT permitted:

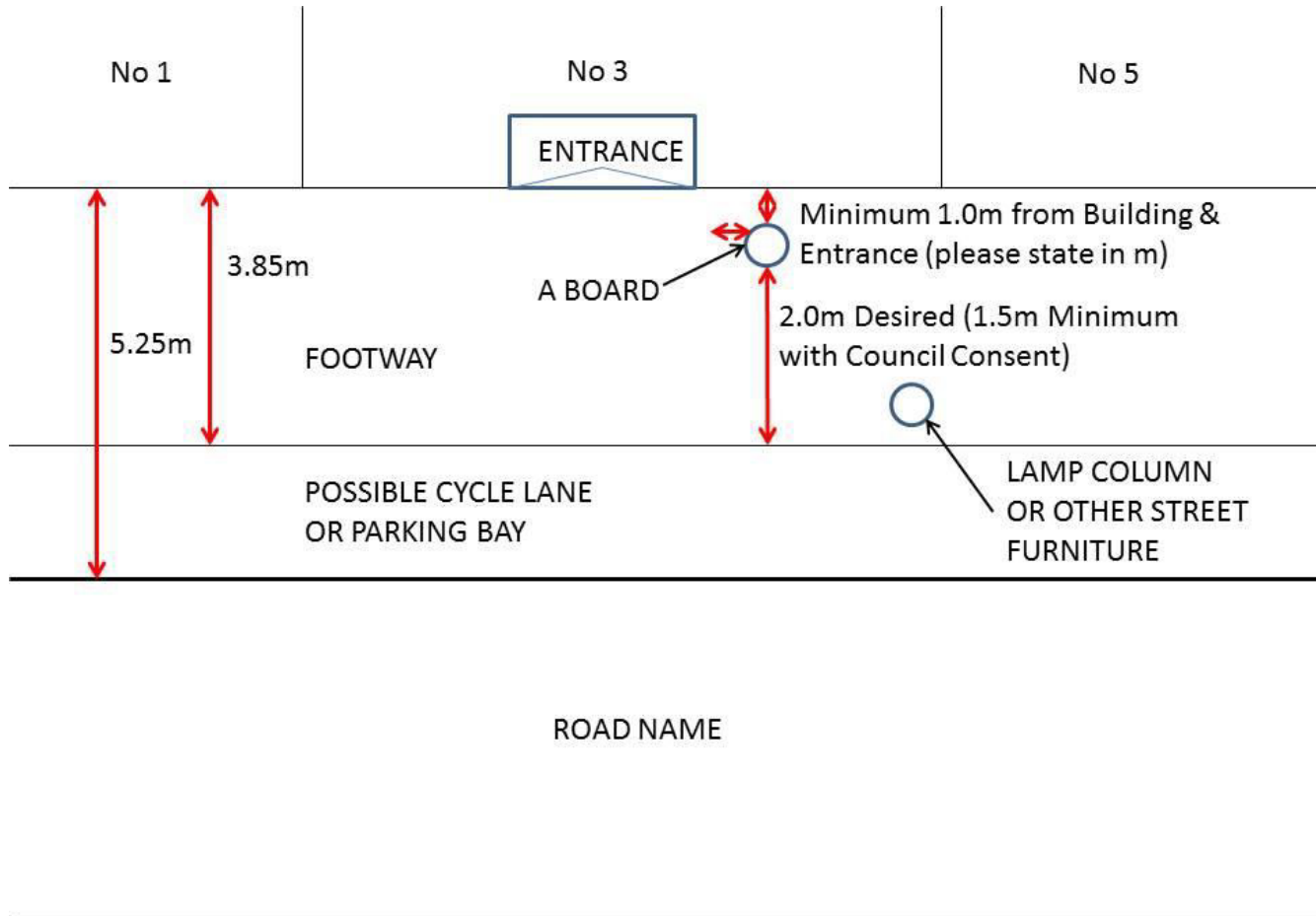
- Rotating or swinging "A" Boards
- More than one "A" Board per business
- Illuminated/Powered "A" Boards or with amplified speakers
- "A" Boards required to be affixed to a footway/footpath or to street furniture
- "A" Boards that cannot be removed by hand or require mechanical assistance to remove



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Example Sketch of A Board





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LONDON BOROUGH OF HARROW
LONDON LOCAL AUTHORITIES ACT 1990
HIGHWAYS ACT 1980

APPLICATION FOR A STREET TRADING LICENCE / A BOARD

DATE (Notice Displayed):

BUSINESS NAME:

HAS APPLIED TO THE LONDON BOROUGH OF HARROW FOR A STREET TRADING LICENCE FOR:

A Boards

FOR THE FOLLOWING LOCATION (Insert name and address of premises / location in CAPITAL letters)

Please return your completed application or anyone wishing to make objections in respect of the application must do so in writing to:

Parking & Network Management Place
Directorate, Environmental Services
Harrow Council, Harrow Hub, Forward Drive, Harrow, HA3 8FL Email:
nrswa@harrow.gov.uk Telephone: 020 8736 6072

Or email: nrswa@harrow.gov.uk

By no later than 28 days after date above.

This notice must be completed and, 48 hours after the application is made, must be exhibited on a conspicuous part of the premises where it can easily be seen and read by persons in the street. The notice must be exhibited for not less than 28 days.