

### 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:

Licence Application  
2023/24

Place Directorate  
Environmental Services Director  
Cathy Knubley

**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)

<b>Insurance company name:</b>	<b>Address:</b>

<b>Telephone number:</b>	<b>Policy number:</b>	<b>Expiry date:</b>

**Section 5**

Licence fee per year: £182.50 (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].

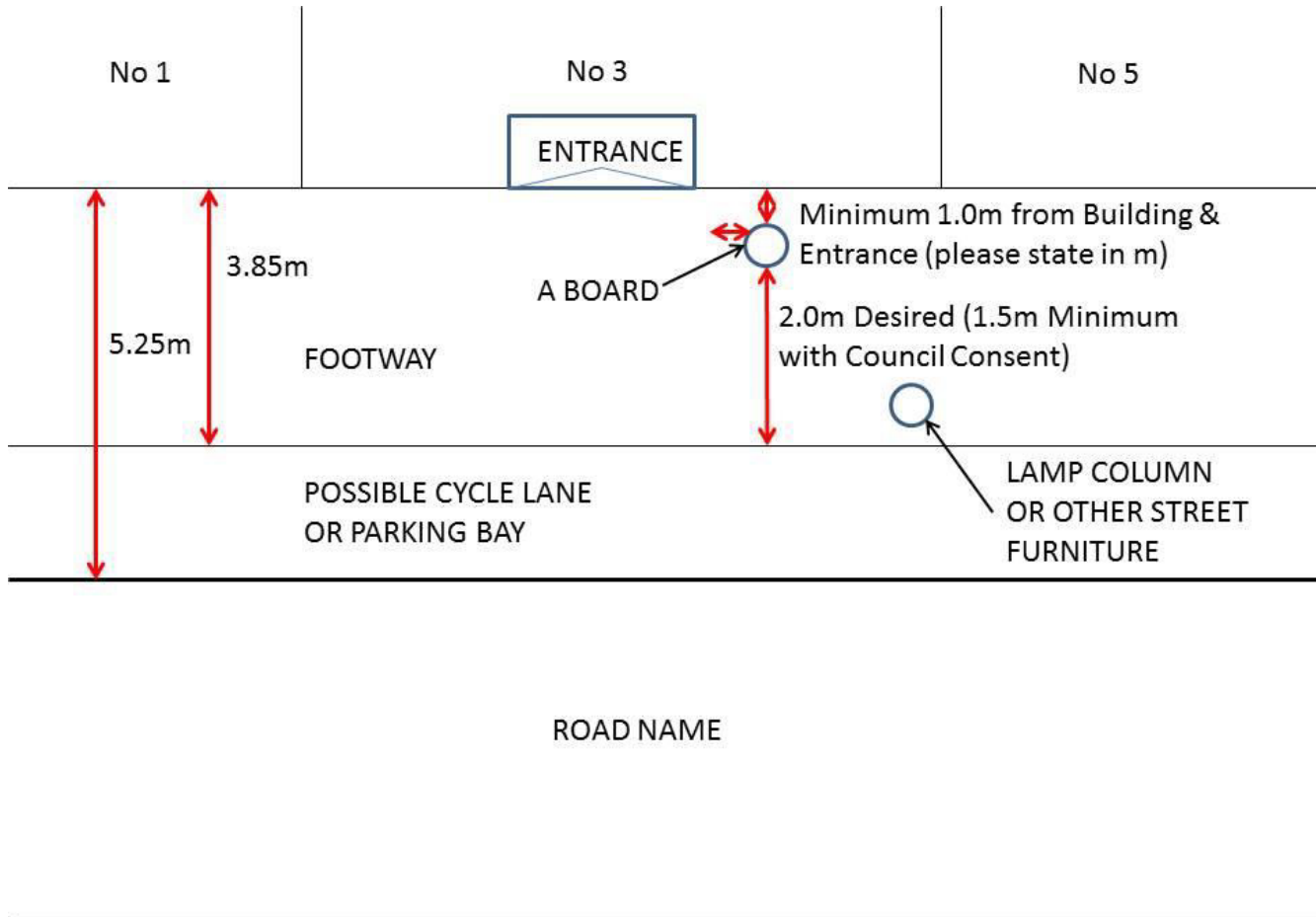
Signed:

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**

**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:

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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](mailto: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.