Licence Application
2025/26

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 **637**mm (width) x **1100**mm (height) x **800**mm (depth)	
Property name / number:	**Street Name:**

Town:	Postcode:

Network Management & Streetworks Co-ordination

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

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Putting Residents first

LONDON BOROUGH OF HARROW

Licence Application
2025/26

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)

Insurance company name:	Address:

Telephone number:	Policy number:	Expiry date:

Section 5

Licence fee per year: £204 (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:

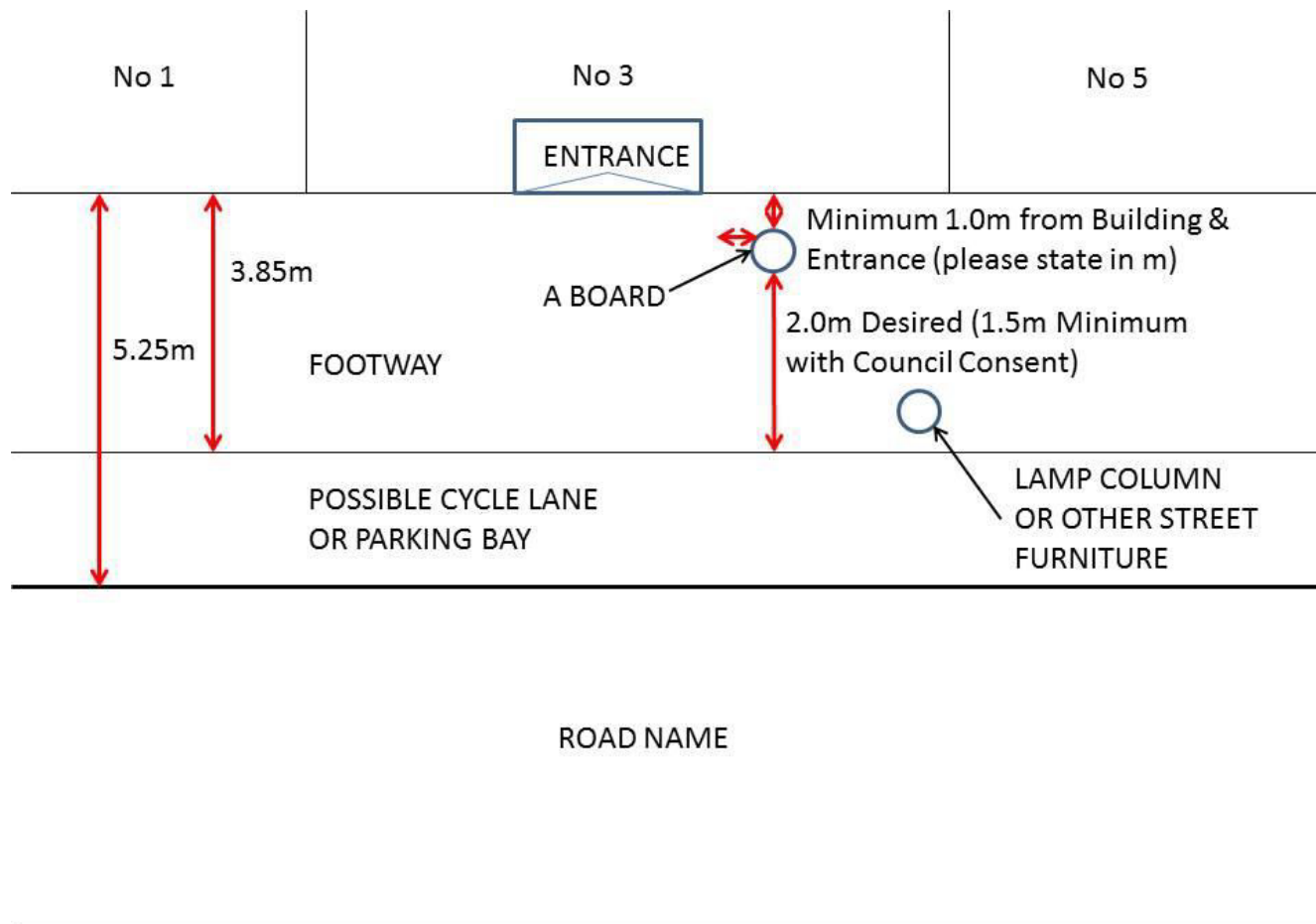**Please note the following are NOT permitted:**
- **Rotating or swinging "A" Boards**
- **More than one "A" Board per business**
- **Illuminated/Powered "A" Boards or with amplified speakers**
- **"A" Boards required to be affixed to a footway/footpath or to street furniture**
- **"A" Boards that cannot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

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Licence
Application 2025/26

Example Sketch of A Board

No 1

No 3

No 5

ENTRANCE

3.85m

5.25m

A BOARD

FOOTWAY

Minimum 1.0m from Building &
Entrance (please state in m)

2.0m Desired (1.5m Minimum
with Council Consent)

POSSIBLE CYCLE LANE
OR PARKING BAY

LAMP COLUMN
OR OTHER STREET
FURNITURE

ROAD NAME

3

Putting Residents first

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:

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.