

**APPLICATION TO PLACE AN ADVERTISING BOARD ON THE PUBLIC HIGHWAY
(Section 115E of the Highways Act, 1980)**

Please note:

- This application will only be accepted once the **£140.00 application fee** has been paid. This form should be used for both New and Renewal applications.

Other Important Information:

- This application must be made a minimum of 28 days in advance of the date of placement of the advertising board
- Applicants must be over 18 years of age.
- You must complete this form fully. Applications will be returned if incomplete and new fees may be requested.

New

Renewal

SECTION 1: Applicant Details

Name:

Position Held in Business

Trading Name:

Address:

Phone (Home):

Phone (Mobile):

Phone (Work):

Registered VAT Number (if applicable)

Email Address:

SECTION 2: Key Information

1. Please provide details of the type of board.

Note: The following structures 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.

Technical Services, PO Box 18, Civic Centre, Station Road Harrow HA1 2UT

Email: technicalservices@harrow.gov.uk

Web: www.harrow.gov.uk

2. Will the “A” Board be placed directly outside, and no further than 1 metre from the applicant’s business premises? **Yes/No**

3. Dimensions including the stand (*Must not exceed: 637 (width) x 1100 (height) x 800 (depth) mm*)

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4. Plan – attach a plan showing the proposed position of the Advertising board in relation to your building and all street furniture (If you can also add a photograph of the location and/or “A” board – it may assist your application)

Your plan must show in metres:

- The distance from the shop front to the kerb
 - The distance from the A Board to the kerb
 - The distance from the A Board to all other street furniture (e.g. lamp posts)
 - The distance from the shop entrance to the A Board
 - Additional Information in respect of the proposed positioning
5. A completed public notice must be placed by the applicant at the premises for a period of 28 days following the day after receipt of the application by the Licensing Authority. **Yes/No**

 6. Do you have appropriate £5million Public liability insurance for the “A” Board? **Yes/No (Please provide copy of the policy summary)**

Checklist - Please use the checklist below to help with your application:

Description	Yes/No
Section 1: All applicant details are complete	
Section 2: Key Information <ul style="list-style-type: none"> - Type and dimensions of A Board are complete. - Plan clearly shows location and measurements. - Any additional drawings or photographs are attached to this form. - Details of Public Liability Insurance included. - A cheque for the correct fee is included/or payment will be made by card. - You have signed and dated the declaration. 	

Declaration

I declare that I am over 18 years of age. I hereby apply for a licence under Section 115 of the Highways Act 1980 for the purpose of placing an advertising board on the public highway at the location detailed above. I declare that I have read, understand and agree to all of the terms and conditions outlined in the “A” Board Policy and guidance documents and that all the information contained within this application form is correct. I enclose the (**non-refundable**) fee of £140.00 and all supporting documentation.

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Web: www.harrow.gov.uk

Where payment is to be made by card, I am happy to be contacted by technical Services once this completed application form has been received.

Applicant's Signature:

Date:

Position within company/business

Please return this form and supporting documentation to:

Technical Services
PO Box 18
Civic Centre
Station Road
Harrow
HA1 2UT

Or email to: technicalservices@harrow.gov.uk marking your email “**A**” **Board application**”.

The information given may be held in manual or electronic form and will be subject to the provisions of the Data Protection Act 1998. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

LONDON BOROUGH OF HARROW

LONDON LOCAL AUTHORITIES ACT 1990

HIGHWAYS ACT 1989

APPLICATION FOR ADVERTISING BOARD

DATE:

NOTICE IS GIVEN THAT (insert full names of applicant)

HAS APPLIED TO THE LONDON BOROUGH OF HARROW FOR TO PLACE AN ADVERTISING BOARD ON THE FOOTWAY.

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

Anyone wishing to make objections in respect of the application must do so in writing to:

**Technical Services, Harrow Council, Civic Centre, PO Box 18,
Station Road, Harrow HA1 2UT**

Or email: Technicalservices@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 be easily be seen and read by persons in the street. The notice must be exhibited for not less than 28 days.

Copies of objections are sent to the applicant and the original letters are kept on file, which is open to scrutiny by members of the public, press and / or broadcasting media. Persons making representations in respect to the grant of a licence must be prepared to attend in person at a hearing before a committee of the Council.

