Application to place hoarding on a public highway

Highways Act 1980, Sections 169, 172 and 173

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**This application is for permission to occupy the public highway.** The licence is issued for permission to occupy the public highway. It is the responsibility of the contractor to design, construct and maintain the hoarding in accordance with **current standards (CDM Regulations 2015, 13 & 27)**

A minimum of **10 working days’ notice** is required for your application to be approved; a site meeting also has to take place before commencement of work to allow a condition survey of the Highway.

Failure to submit with the minimum 10 working days’ notice will result in your application being subject to additional processing and administration costs.

**The processing time commences upon receipt of a properly and fully completed application form.**

Failure to complete the application form fully or provide required supporting documentations will result in it being returned and the process restarting.

**Due to Covid-19 we are accepting applications by email only.**

**By completing and submitting this application form I/We confirm I/We have read and understand the document titled Procedure, Guidance & Licence Conditions to place hoarding on a public highway. All documents are available at www.luton.gov.uk**

**To ensure that your application is approved without delays please make sure the following questions are answered accurately. A site meeting may be requested to clarify information or to discuss any onsite requirements.**

|  |  |
| --- | --- |
| **SECTION 1** | TICK to confirm 🗹 |
| **I/We can confirm the document ‘Procedure and Guidance to place hoarding on the public highway’ including the schedule of minimum conditions has been read and understood.** |  |
| Is this an emergency licence? Please tick appropriate 🗹 | Yes |  | No |  | Please note: emergencies are defined as ‘An occurrence involving public safety which demands immediate action’. |
| Details of emergency (if applicable)If applying for an emergency application please provide details of the emergency and of any discussions with Luton Council. |
|  |
| **SECTION 2 Please tick appropriate 🗹 ONE box MUST be ticked** |
| The applicant has allowed 10 full working days or more from the licence start date  |  |
| The applicant has applied with less than 10 working days from the licence start date |  |
| **SECTION 3 Applicant details** |
| Name of hoarding contractor: |  |
| Address: |  |
| Email address: |  |
| Telephone number: |  |
| Out of hours contact:  |  |
| **SECTION 4 Public liability insurance details** |
| Name of insurer: |  |
| Expiry date: |  |
| **SECTION 5 Client/Building Owner details** |
| Name: |  |
| Address: |  |
| Email address: |  |
| Telephone number: |  |
| **SECTION 6 Location of works** |
| Precise location of site |  |
| Purpose of proposed structure  |  |
| A walkway of 1.2m will be provided and maintained in the existing footway: | Yes |  | No |  |
| Area of proposed structure measured from the back of the highway and what material is being used for the structure. | Length |  | Width |  |
| Maximum Working platform height of proposed structure: |  |
| **SECTION 8 Onsite dates** |
| Start date: |  |
| End date: |  |
| **SECTION 9 Payee details** |
| Name: |  |
| Address: |  |
| Email address: |  |
| Telephone number: |  | If paying by card telephone number stated will be used to contact for payment |
| Method of payment-BACS or card |  |
| **SECTION 10 Declaration** |
| **I/we have read and understood my responsibilities in the Schedule of Minimum Conditions for the erection of hoarding on the highway giving my/our undertaking to observe and abide by the conditions contained within that document as well as any other additional conditions which may be listed as part of this licence including payment of the associated fees of £200 for a 28 day permit and £550 (bond) which is refundable if no damage has occurred on the highway when placing / dismantling the scaffolding.** |
| **I/we declare that a valid public liability insurance with a limit of no less than £10m is held by me/us, evidence to be provided with the application. I/We understand the responsibility for ensuring compliance with the health and safety and any other legislation.**  |
| **I enclose a copy of my Public Liability Insurance certificate: the sum insured is for no less than £10m.** |
| **I enclose a site plan detailing area of highway to be occupied** |
| **I enclose an up to date copy of the onsite erectors accreditation**  |
| **A fee of £200 (VAT exempt) plus bond is required for each licence and must accompany this application. Your remittance should be made out to Luton Council.** |
| **In the event of the local authority granting permission sought herein I/we agree to indemnify and hold harmless the council from and against all actions in law or in equity, damages, statutory or common law losses, costs charges and expenses arising in any manner whatsoever out of the erection, maintenance, use and dismantling of the hoarding on the public highway.**  |
| Applicants signature |  |
| Applicants name |  |
| Date |  |
| Company |  |
| Position |  |
| Please email completed application forms to: **streetworks@luton.gov.uk**  |

Luton Council is committed to protecting your privacy when you use our services. We’ll make sure we hold records about you (on paper and electronically) in a secure way, and we’ll only make them available to those who have a right to see them. If you want to know more about how the council keeps your data safe please see our main privacy statement at [www.luton.gov.uk/privacy](http://www.luton.gov.uk/privacy)