

**APPLICATION FOR PERMISSION TO PLACE**

**HOARDING ON THE PUBLIC HIGHWAY**

**HIGHWAYS ACT 1980 Section 171**

**Application Notes**

**1. General**

A licence is required to place hoarding on the highway. The term highway includes footpaths, cycleways, verges, and roads. It is an offence under the Highways Act 1980 to place a hoarding on or over the highway without first obtaining a licence from Suffolk County Council (SCC) as the Highway Authority. Failure to obtain the required licence could result in legal action being taken by SCC.

***Separate licence applications will be required for all licensable activities such as skips, scaffolding, MEWPs, Cranes, Containers and Welfare units (but excluding general building materials, i.e. sand, small plant and skip bags), if positioned behind the hoarding and on the public highway.***

**2. Application procedure**

Once the application form has been received by the Highways Licensing and Enforcement Team an acknowledgement will be sent to you, and we will endeavour to respond within 10 working days of our decision.

A payment of **£200.00** will be required before the licence is issued. Payment options will be provided on receipt of your application. The licence is valid for **4 weeks** and should you need the licence for longer than this period, an extension fee is charged at **£100.00 every 4 weeks.**

Please remember that no work can commence on the highway until you have received written permission from us.

**3. Licence conditions**

You will need to satisfy the standard conditions before a licence is issued such as:

* Highways Licensing and Enforcement issue licences in line with the National Street Gazetteer (NSG) and where your proposal is on separate street names **this may require more than one licence**.
* The ability to indemnify SCC against third party liability.
* Compliance with legislation in placing a Scaffolding on the Highway.
* Ability for SCC to inspect works.
* Keeping the area safe whilst undertaking works to protect the public.
* Making good of the highway on completion.
* If we have started work on processing the application, the fees will not be returned even if we do not approve the application.
* Any form of Traffic Management required must conform with the Safety at Street Works and Road Works Code of Practice (Red Book) and Chapter 8 of the Traffic Signs Manual, and must be installed by an Accredited Operative.

**Application Form**

**Please complete the following to enable us to process your application**

**Applicant details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
|  |  | | |
| **Address** (including postcode) |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **Company** |  | | |
|  |  | | |
| **Contact telephone number** |  | **Email** |  |

**Clients details** (if different to above)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
|  |  | | |
| **Address** (including postcode) |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **Company** |  | | |
|  |  | | |
| **Contact telephone number** |  | **Email** |  |

**Proposed location of the Hoarding**

|  |  |
| --- | --- |
| **Address** (including postcode and property Number/name) |  |
|  |  |
|  |  |

**Where will the Hoarding be placed at the above location?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Placed on Footway** | Yes |  | No |
| **Placed on Carriageway** | Yes |  | No |
| **Placed on Verge** | Yes |  | No |

**Outline of works**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of works** (Demolition) |  |  | |
|  |  |  | |
| **Total width of existing footway/carriageway/verge** |  |  | |
|  |  |  | |
| **Width of proposed structure** |  |  | |
|  |  |  | |
| **Length of proposed structure** |  |  | |
|  |  |  | |
| **Type of structure** (e.g. Heras Fencing) |  |  | |
|  | | | |
| **Installation Date** |  | **Removal Date** |  |
| **10 working days’ notice must be provided before the intended start date.** | | | |

**Other requirements:**

1. A site plan detailing the proposed structure, and this **must accompany any application**
2. Should your proposal require a site meeting to discuss Traffic Management, please apply to enable this requirement to be carried out by the Highways Licensing Inspector

**Public Liability Insurance**

The applicant must hold Public Liability Insurance to the value of at least £5 million and it must be valid for the duration of the licence. A copy of the insurance certificate must be held on record with Suffolk County Council. If you have not previously provided us with a copy, please attach a copy to this application form.

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** (in block capitals) |  | | |
|  |  | | |
| **Occupation** |  | | |
|  |  | | |
| **Signature** |  | **Date** |  |

Please return completed form and any additional information you may feel necessary to support your application to [highways.licensing@suffolk.gov.uk](mailto:highways.licensing@suffolk.gov.uk). If you are unable to return the form via email, please send to any of the three addresses at the bottom of this form.

**Data Protection Act 1998**

The personal data you provide on this form will be used by Suffolk County Council to administer your licence.

We may occasionally share your personal data with other council departments and with other bodies (including District / Borough Councils, the Police, Inland Revenue) for purposes of protecting public money, preventing and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.

**PAYMENT INSTRUCTIONS**

***A Licence reference number will be provided to you by the Highways Licensing and Enforcement Team on receipt of your application, which you will need to quote when making payment.***

**ONLINE –** Website: [www.suffolk.gov.uk](http://www.suffolk.gov.uk)

Follow links to Roads and Transport & Suffolk Highways Licences

Select the “Pay for a Licence” link

Select the “Pay for a Licence” (Green Button)

Enter the provided Licence / Licence Reference Number, i.e. NRSWA-LICENCE-000**11111 (Please ensure that “000” is entered before the given Licence / Licence Reference number. To make the number 8 digits long.)**

Enter your Organisation Name

Enter your contact Telephone Number

Select Application Cost from the drop-down box, “Licence/Penalty Charge”

Enter the amount that is being paid

Click “Proceed to Pay” (for single payments)

For multiple licences, click “Add Another”, followed by the “Proceed to Pay” button

**ELECTRONICALLY** – by the Bankers Automated Clearing Services (BACS).

Payment should be made to: Suffolk County Council

Sort Code: 30-00-00

Account No: 00293148

If you are a **Lloyds Customer**, you may have difficulty using the above Sort Code and Account number. Therefore, please use the following:

To: Suffolk County Council

Sort Code: 30-00-02

Account No: 01305978

Payment **must** be accompanied by the Licence/Licence Reference Number covered by the payment and the amount being paid in relation to each number and be sent via email to [highways.licensing@suffolk.gov.uk](mailto:highways.licensing@suffolk.gov.uk).

**BY POST**

Please make your cheque payable to **Suffolk County Council** and send it to:

Highways Licensing and Enforcement Team, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

**Please note that paying by cheque will delay the process by 7 days, until authorisation of cheque clearance has been received.**

If you have any queries regarding the any of the above information, please get in contact by emailing [highways.licensing@suffolk.gov.uk](mailto:highways.licensing@suffolk.gov.uk).