

## APPLICATION TO INSTALL TEMPORARY DEVELOPMENT / EVENT SIGNAGE ON THE PUBLIC HIGHWAY

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This application must be completed and returned to the relevant area office **NO LESS THAN ONE MONTH** before it is intended to install signage. An admin and inspection fee of £100 for developer signage or £79 for event signage payable on receipt of the application

**Installation of signage must not occur until written consent has been received.**

<b>Applicant:</b>	
Applicant Name	
Organisation / Company	
Applicant Address	
Postcode	
Email Address	
Contact Number	

<b>For Development Signage:</b>	
Development Name	
Development Location	
Developer	
Contact Name	
Email Address	
Contact Number (must be 24 hour)	
Total Number of Properties on Development (include number sold if renewing permission)	
Required Installation Date	
Duration of Installation (maximum 6 months)	

<b>For Event Signage:</b>	
Event Name	
Event Location	
Event Organiser	
Contact Name	
Email Address	
Contact Number (must be 24 hour)	
Expected Number of Visitors	
Required Installation Date	
Event Dates	

<b>Accompanying Documentation:</b>
<input type="checkbox"/> Copy of Public Liability Insurance with a minimum £10 million cover. <input type="checkbox"/> Sign schedule showing design, dimensions, sign mounting method and if attached to highway assets, the number and/or type of street furniture to which the sign is to be attached. <input type="checkbox"/> Risk Assessment and Method Statement (RAMS) <input type="checkbox"/> FOR DEVELOPMENTS Map(s) showing location of proposed signs, development entrance(s) and exit(s), site boundary and agreed routes. <input type="checkbox"/> FOR EVENTS Map(s) showing location of proposed signs, event entrance(s) and exit(s).

<b>Declaration:</b>						
<p>I have read Warwickshire County Councils standard conditions document and I agree to comply with these, and the conditions of any permissions granted; to indemnify Warwickshire County Council against any and all actions arising from the installation of signage on the public highway; and to pay any expenses the Council may incur in respect of repairs to the highway and any apparatus in or on the highway arising from the installation of said signage.</p>						
<table border="1"> <thead> <tr> <th><b>Name</b></th> <th><b>Signed</b></th> <th><b>Date</b></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<b>Name</b>	<b>Signed</b>	<b>Date</b>			
<b>Name</b>	<b>Signed</b>	<b>Date</b>				

<b>Please complete and return your application to</b>
County Highways South Area Office Warwickshire County Council Shire Hall Post Room Rear of Shire Hall Northgate Street Warwick CV34 4RL
<a href="mailto:highwaysbusinesssupport@warwickshire.gov.uk">highwaysbusinesssupport@warwickshire.gov.uk</a>
Tel: 01926 412515