

**APPLICATION FOR A LICENCE TO ERECT AND USE
A TEMPORARY STRUCTURE ON OR OVER THE HIGHWAY
(HIGHWAYS ACT 1980: Section 169)**

On completion, this application must be returned us **at least 10 working days before the date required:**
Non-refundable fees as shown below are required with this application form.

	1 month	3 months
Hoarding	£210.00	£300.00
Temporary Structure	£210.00	

Our preferred payment method is online through GOV.UK/PAY. Once your form is received, we will send you a link via email with a payment reference number and instructions on what to do. Alternatively, you can send a cheque made out to Warwickshire County Council with your application form.

Prior to completing this form, please read the guidance on our website:

<https://www.warwickshire.gov.uk/works-licences-permits/apply-temporary-structure-licence-highway/2>

Please note your application will not be processed until payment is received.

Applicant Details: (in whose name the permission is required, if a limited company give the registered name and address)

Name:	
Company Name (if applicable)	
Applicant Address	
Contact Number:	
Email Address:	

Full postal address of the property at which the works are to be carried out

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Names of the highway(s) on or over which the structure is required:

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Road (i)	
Road (ii)	

Type of structure(s) to be used (click on box to tick)

☐ Hoarding
 ☐ Mobile Scaffold Tower
 ☐ Access Arm/MEWP
 ☐ Other (please detail below)

Details of structure (if Other):

State the period over which the licence is required (Maximum period 3 months):

From:

To:

State the time frames in which the temporary structure will be used
Planning application reference (if applicable):
Detailed description of the works to be carried out:
Carriageway and structure dimensions:

Structure	Width	
	Length	
Footway	Width	
Carriageway	Width	

Location Plan

Please provide below or on a separate sheet of paper, a sketch plan showing the proposed location of the structure(s) including all above dimensions and the following:

The location of any road junctions or vehicle accesses within 15m of the proposed site.

The location of any hydrants, street lighting columns, bus stops, traffic signs or signals or other items of street furniture within the area of the proposed structure or within 5.0m of it.

Public and Employers Liability Insurance (a copy must be provided for our records)

Name of Insurance Company:	
Address of Insurance Company:	
Expiration date of the period covered by the last payment of premium	

Accompanying Documentation: (click on box to tick)

<input type="checkbox"/>	Copy of Public and Employers Liability Insurance showing a minimum £10 million cover
<input type="checkbox"/>	Risk Assessment & Method Statement - A copy must be submitted with the application
<input type="checkbox"/>	Competance Documents – Any relevant competanance documentation must be submitted with the application
<input type="checkbox"/>	Specification Sheets – Any relevant specification sheets should be submitted with the application
<input type="checkbox"/>	Location Plan (if not provided in the relevant space on this form)

Declaration:

I have read Warwickshire County Councils terms and conditions and the Standard Conditions (below) and I agree to comply with any conditions of any permission(s) granted; to indemnify Warwickshire County Council against any and all actions arising from use of the temporary structure; 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 our activity.

Signed:		Address:	
Date:			
Name:			
Position:			
On Behalf of:			

Please complete and return your application to

County Highways Area Office Warwickshire County Council Shire Hall Post Room Rear of Shire Hall Northgate Street Warwick CV34 4RL	highwaysbusinesssupport@warwickshire.gov.uk Tel: 01926 412515
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Terms and Conditions

In consideration of a licence being given for the erection and use of the temporary structure(s) as forementioned:

I/We undertake to ensure that all necessary precautions are taken for the protection of the public against hazards arising directly or indirectly from the exercise of the said permission. Further, I/We will indemnify and keep indemnified in the sum of £10,000,000 (Ten Million Pounds) at least the Council its servants or agents from and against all costs, claims and demands arising from anything done by virtue of this Agreement. I/We will maintain in force during the life of this licence public liability insurance cover of not less than £10,000,000 (Ten Million Pounds) and employers liability insurance cover of not less than £10,000,000 (Ten Million Pounds) and shall produce evidence that such insurance is in force on being requested to do so by the Council.

I/We accept that any damage to the highway or underground services or plant caused by the erection, presence or removal of the structure/s or by the works will be made good at my/our expense.

Standard Conditions

Storage of Materials

- (a) The period of any such storage must be kept to a minimum and no materials shall be left overnight. The movement of pedestrians must always be provided for.

Hoardings

- (a) The faces of the hoarding abutting the highway shall be free of any projections or surfaces likely to cause injury or damage to the public using the highway.
- (b) No doors shall open outwards onto the highway.
- (c) All works plant and materials must be contained within the hoarded site.

Access arm and cranes

- (a) The maximum extent of the vehicle and its jacks and of any attendance vehicles shall be marked by traffic cones and be wary of public safety.
- (b) The plant shall be operated at all times with due regard to the safety of the public and all operations must be carried out so that the arm is contained within the marked area.
- (c) Frontagers must be advised in advance when an access arm or crane is likely to inconvenience them causing reduced parking or possible obstructions to their road.

Reinstatement of the Highway

- (a) After removal of the structure the highway which it occupied shall be left in a clean and tidy condition and all debris removed.
- (a) Any reinstatement of the highway due to damage caused by any works carried out by yourselves will be repaired by the Council and the costs charged to you.

Banners

- (a) No part of any banner etc shall be less than 5.4 m (17' 6") above any carriageway.

Location details

- (a) A plan or sketch must be provided showing dimensions, in certain areas Sunday only erection and dismantle applies.

NOTE: Your attention is drawn to the provision of Part 1 of Health and Safety at Work Act 1974 and to the Construction (Working Places) Regulations 1966 S.I. 1966 No.94