

Application to erect a hoarding or fence on the highway

Highways Act 1980, Sections 172 and 173

Please complete the following in capitals and return to the address below. No hoardings or fencing should be erected on the highway without confirmation in writing that a permit has been authorised by North Somerset Council. You must give a minimum notice of five working days before you wish to erect any hoardings or fencing.

Proposed location of hoarding/fencing	
Name:	
Address:	
	Postcode:
Tel. number:	

Applicant's details			
Name:			
Address:			
	Postcode:		
Office tel. number		Out of hours tel. number:	
Fax number:			
Email:			

Continued over

I apply to North Somerset Council to erect or retain a hoarding/fence as follows:

Start date:	Completion date:
Type of application:	Hoarding <input type="checkbox"/> Fence <input type="checkbox"/>
On the footpath/carriageway known as	
In connection with: Building <input type="checkbox"/> Demolition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Maintenance <input type="checkbox"/> Cleaning <input type="checkbox"/>	At the following building/site:

I/We agree to comply with the terms and conditions set out as attached and with all other statutory rules and regulations which may apply in these circumstances.

Fee enclosed:	£
Signed	
Position in company	
Name (Block Capitals)	
Date	

Contact Details

The Licensing Team, Warne Road Depot, Warne Road, Weston-super-Mare, North Somerset, BS23 3ND.

Tel: 01934 426 800 Fax: 01934 426 230

Data Protection Act 1998

The personal data you provide on this form will be used by North Somerset Council to administer your permit. In order to protect public safety, this may include the use of sensitive personal data (criminal offences) to help assess whether you are a fit and proper person to hold a permit.

We may occasionally share your personal data with other Council departments and with other bodies (notably Housing Benefits, the Police, Inland Revenue) for the 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.

Office Use Only

Licence Number				Confirm Ref:	
Granted		Refused		Receipt No.	

Application Notes

1. General

A Permit is required when hoarding or fencing is placed on the highway. The term highway includes both footpaths and roads. It is an offence under the Highways Act 1980 to place hoarding or fencing on the highway without first obtaining a permit from North Somerset Council. Failure to obtain the required permit could result in legal action being taken by the Council for which the current maximum fine on conviction is £1,000.

2. Application Procedure

A completed application along with the permit fee and a copy of a valid certificate of public liability insurance (first time applications only) must be submitted to the Licensing Office before hoardings or fencing are placed on a highway. The application can be made in person or by post (see below for our contact details).

3. Conditions attached to Permits

Conditions will be attached to permits that we issue and these are shown on a separate sheet.

4. Notification of completion of works

Included with permissions issued will be a separate sheet (form LHF03) for completion and return to the Licensing Office. This form should be completed and preferably faxed to the Licensing Office no later than three working days after the hoarding or fencing has been removed from the highway. The fax number for the Licensing Office is given below. Failure to notify us of the removal of hoarding or fencing may result in an additional permit fee being charged for any period beyond the expiry of the permit.

5. Extension of a Permit

All permits issued are time specific and expire on the date stated on the permit. If a further time is required beyond the period of use granted on the permit, a further application will have to be made to North Somerset Council. The application must be made no later than five working days before the expiry of the current permit.

6. Further Information

If you require any further information regarding applying for a permit, or assistance in relation to a permit that has been granted, please contact us as detailed below:

Address: The Licensing Office
Warne Road Depot,
Warne Road,
Weston-super-Mare,
North Somerset,
BS23 3ND

Telephone: 01934 426 800
Fax: 01934 426 230
Email: licensing@n-somerset.gov.uk

Control of hoardings/fences on the highway

These are the conditions of the grant of the permit to erect hoardings/fences. The term "Council" means North Somerset Council.

1. Work may not commence until the date specified.
2. The structure will be adequately protected and lit at all times between half an hour after sunset and half an hour before sunrise.
3. The bottom two metres of any support standards shall be painted white. When newly painted "WET PAINT" signs shall be erected.
4. The applicant will comply with all directions issued by the Council with respect to the erection and maintenance of traffic signs in connection with the structure.
5. The applicant will afford and protect the rights of statutory undertakers (that is the South Western Electricity Board, South West Gas, the Wessex Water Authority, the Severn Trent Water Authority, the Bristol Waterworks Company, British Telecommunications, the Post Office, the local sewerage authority and any other person who owns or uses plant or apparatus in or under the highway) to have access as and when reasonably required to that plant or apparatus, and will ensure no damage is caused to such plant or apparatus.
6. The applicant will complete his work and remove the hoarding/fence as expeditiously as possible, making good any damage to the highway.
7. No unreasonable obstruction of the highway is caused.
8. The applicant will fully indemnify North Somerset Council against all claims, demands, costs and expenses which may arise out of the erection or existence of the hoarding/fencing, the subject of the permit, and to support this indemnity, will furnish proof of adequate insurance cover of £5,000,000 in respect of any one claim.
9. The permission holder shall notify the Licensing Authority by fax or email no later than one working day after the removal of the hoarding/fencing from the highway.

Advertising hoardings

10. Should the applicant wish to erect "Advertising Hoardings" as part of the site screening, then a separate application must be made under the Town and Country Planning Control of Advertisements Regulations 1992 to the Director of Development and Environment, Somerset House, Oxford Street, Weston-super-Mare, BS23 1TG. The display of such advertisements on the highway without first obtaining consent is expressly forbidden.

Notes

1. The erection of a hording or fence on the highway without a permit by the highway authority is an offence. The maximum penalty for contravention is £100.
2. If any one of the terms or conditions of this permit is not complied with the Council reserves the right to require the structure to be removed forthwith at the expense of the applicant without prejudice to any claim or right that may have arisen.
3. If the Council refuses to issue a permit or issues a permit on terms of which the applicant objects, the applicant may appeal to the local magistrates' court against the refusal or the terms.
4. The applicant's attention is drawn to the Health and Safety at Work etc. Act 1974, the Construction (Working places) Regulations 1966 (SI 1966/94) and Sections 168 and 173 of the Highways Act 1980.

The Licensing Team, Warne Road Depot, Warne Road, Weston-super-Mare, North Somerset, BS23 3ND.

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