

# Application for Permission to Erect a Hoarding on the Public Highway



The Highways Act 1980 Section 172

The Local Authorities (Transport Charges) Regulations 1998

Highways & Engineering Division, 3rd Floor, Paderborn House, Civic Centre, Bolton, BL1 1UA  
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## TO BE COMPLETED BY HOARDING COMPANY / CONTRACTOR ONLY

Please read the conditions of this licence set out overleaf before completing this application form. Complete the following information in block capitals and return the form to the address above.

Hoarding Company / Contractor	Proposed Location of Hoarding
Name	Property Number / Name
Address	Address
Postcode	Postcode
Phone (Day)	
Phone (Night)	Location (please tick) Front <input type="checkbox"/> Side <input type="checkbox"/> Rear <input type="checkbox"/>
Email	

## Hoarding Details

1. Licence Requested For: Start Date  End Date  Duration

2. Location of Hoarding: (please tick)	3. Purpose: (please tick)	4. Type of Structure: (please tick)	5. Size of Structure: (state in metres)
Footway <input type="checkbox"/>	Demolition <input type="checkbox"/>	Close Boarded <input type="checkbox"/>	Width <input type="text"/>
Carriageway <input type="checkbox"/>	Building Works <input type="checkbox"/>	Harris Fencing <input type="checkbox"/>	Length <input type="text"/>
Carriageway / Footway <input type="checkbox"/>		(Special agreement only)	Height <input type="text"/>
Verge <input type="checkbox"/>			

6. Special Conditions: (please tick appropriate box or boxes)

Walkway Adjacent Hoarding  Protective Barriers In Carriageway

Kicker / Header boards (compulsory for close boarded hoardings)  Fans

7. If the hoarding is to be erected within 0.5m of the carriageway (kerb edge) what action is proposed to protect the structure from potential vehicular impacts. Please state proposed action below:

## Declaration

I/We hereby apply to Bolton Council for permission to erect a hoarding on the highway at the location stated above, and hereby agree to comply with the requirements of Section 172 of The Highways Act 1980 and the terms and conditions set out overleaf, which I/We have acknowledged to have carefully read.

Signed  Print Name  Date

## General Terms & Conditions

### General.

In accordance with Section 172 of The Highways Act 1980, a hoarding **cannot** be erected on the highway without the permission of the highway authority, in this case Bolton Council. If permission is granted to erect hoarding on the public highway, it will be given on the understanding that the hoarding company or contractor complies with the requirements of Section 172 of The Highways Act 1980, along with the conditions set out below.

1. During the erection or dismantling period, a safe working area at ground level is required to be provided for pedestrians at all times.
2. The hoarding shall be close boarded with smooth vertical outer face with no protruding parts. It shall be maintained in good condition to the satisfaction of the Council.
3. 150mm or 200mm x 50mm kicker and header boards shall be installed to the outer face of the hoarding.
4. The hoarding shall be constructed to a minimum height of 2.4m and able to withstand high winds and shall be painted grey RAL 7001 unless otherwise agreed with Bolton Council (see Standard Hoarding Details).
5. The hoarding shall be adequately illuminated during the hours of darkness, unless otherwise agreed with Bolton Council.
6. An unobstructed pedestrian walkway of not less than 1.5m shall be maintained in busy pedestrian areas, whilst a minimum of 1.2m unobstructed walkway may be deemed acceptable at less busy locations. Where this minimum width cannot be achieved then an alternative pedestrian route shall be provided around the structure to provide a safe passage. If pedestrians have to be diverted into the carriageway, they must be separated from moving traffic by a suitable physical barrier and the safe passage signed and guarded in accordance with the Department for Transport's Chapter 8 Safety at Street Works and Roadworks Manual, and to the satisfaction of Bolton Council.
7. Where a pedestrian walkway is provided it shall be maintained and regularly inspected by the licensee or their nominated person.
8. If any part of the hoarding is to be erected within 0.5m of the carriageway (kerb edge), or any part is within the carriageway, an approved protective barrier system shall be installed in the carriageway and shall be a minimum of 0.5m from the outer edge of the structure. Where the footway is closed off and or the carriageway width is reduced, the appropriate traffic management shall be introduced. Any traffic management arrangements, including warning signs etc, shall be agreed by Bolton Council prior to the Hoarding Licence being granted.
9. No advertisements shall be displayed on the hoarding except properly secured notices relating to contractors and architect responsible for the works being undertaken.
10. The public highway around the hoarding must be kept clear of building materials and equipments, any spillages must be immediately removed from the public highway. The footway shall be kept clear for pedestrians at all times.
11. The hoarding company or contractor to whom the Hoarding Licence was granted, shall ensure that the highway is restored to its original condition on the removal of the structure. Any damage to the public highway shall be made good at the Licensee's expense.
12. Street Works Licence (Section 50 New Roads and Street Works Act 1991)  
A Street Works Licence **must** be obtained from Bolton Council prior to any excavation works (installation of posts) on the public highway.
13. Public Liability Insurance.  
The applicant intending to erect the scaffolding or hoarding must be covered by Public Liability Insurance which should be available for inspection (minimum cover to be £3 million). Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of personal injury or damage to property, however caused, arising out of or in anyway attributed to the presence of the applicants scaffolding or hoarding.
14. Public Utilities Apparatus.  
Reasonable access to equipment operated by the public utility companies (i.e. gas, water, electricity, telecommunications etc) must be given when requested. The location of such apparatus can be obtained from the relevant public utility.
15. Charges.  
A charge will be made by Bolton Council at the time of issue of a scaffolding or hoarding licence, for the consideration of the application in accordance with The Local Authorities (Transport Charges) Regulations 1998.