

# Projecting over the Highway Licence Application

SWL4



The Highways Act 1980 Section 177  
The Local Authorities (Transport Charges) Regulations 1998

**Highways & Engineering Division, 3rd Floor, Paderborn House, Civic Centre, Bolton, BL1 1UA**  
**highwaylicensing@bolton.gov.uk** **bolton.gov.uk/highway-pavement**

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

## Proposed Location & Duration

Location address

Location postcode

Name of business

Planning application  
reference number

Describe and give  
reasons for the planned  
projection

Please attach a detailed scaled plan of the proposed structure

How long will the projection be over the highway?

Start Date

End Date

*Leave end date blank if  
projection will be permanent*

## Applicant Details

Company / Organisation

Applicant Name

Address

Postcode

Phone

Phone (out of hours)

Email

## Declaration

I/We apply for permission to project over the public highway at the location stated above.

I/We declare that, to the best of my/our knowledge, all the information on this application and contained in the submitted plans is correct. I/We agree to pay the current licence fee on demand.

Signed

Print Name

Date

The current costs for this licence can be found at: <https://www.bolton.gov.uk/highway-pavement/highway-projection-licence>

**CONDITIONS OF LICENCE**  
**The Highways Act 1980 Section 177**

1. The maximum depth that a display or shop sign can protrude over the public highway is 1.1 metres, subject to 1.8 metres clear passageway between the edge of the display or shop sign and the road (or any intervening pavement furniture such as a bollard or telephone box etc)
2. The Council reserves the right, in exceptional circumstances, to allow a greater depth of display where the pavement is very wide, or a smaller depth of display where the pedestrian footfall is very high.
3. To allow for the safe passage of pedestrians beneath projections from a building, such as canopies, blinds, CCTV equipment, a maximum vertical clearance of 2.75 metres is required from the surface of the footway to the underside of any projection. A vertical clearance of not less than 6.0 metres is required above a carriageway or access road.
4. The Council may alter this vertical clearance in exceptional circumstances. This must be agreed in writing.
5. If at a future date, pavement furniture is added by the Council and the display area of the Licence is affected, the Licence will be reviewed or removed.
6. The Licensee must be covered by Public Liability Insurance which should be available for inspection, minimum cover of £3 million and should indemnify the Council 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 any way attributed to the projection.