

**London Borough of Newham, Environment & Sustainable Transport,
Network Management**

**APPLICATION FOR PERMISSION TO ERECT A HOARDING ON A PUBLIC HIGHWAY –
HIGHWAYS ACT 1980**

I _____

do apply for permission to erect a hoarding at:-

Location of hoarding:-

Address (line 1) _____

Address (line 2) _____

Address (line 3) _____

Address (line 4) _____

Post Code _____

From: _____ To: _____

As detailed in the plan drawing attached on page 3 (*a pdf drawing attached will be accepted*):

The attached plan will show:-

1. Main carriageway, main footway, any side streets:
2. Length of *each* side of the hoarding. Approximations cannot be accepted.
3. Clearly indicate any length of footway or carriageway which you propose to close completely either during the construction of the hoarding. Please also indicate the total amount of footway available after construction.
4. Type of footway construction.
5. To include all known utility services under the footway.
6. A minimum of 1.5m pedestrian space to be maintained where possible.
(*Failure to supply a 1.5m pedestrian walkway past the hoarding may require a separate Temporary Traffic Regulation Order to be applied for*)

Please note that a licence for a hoarding cannot be issued without this information above.

Upon the removal of the hoarding, I undertake to pay the London Borough of Newham all costs for the reinstatement of any footway/carriageway materials damaged or disturbed by the hoarding. I undertake to maintain the hoarding in a safe and satisfactory condition and to comply with any conditions attached to the licence.

Applicant: -

Name: _____

on behalf of (*Company*) _____

Address (line 1) _____

Address (line 2) _____

Address (line 3) _____

Address (line 4) _____

Post Code _____ Telephone: _____

Email Address: - _____

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The fees and charges for hoardings, have been set by the Council. The charges are variable dependent on the length, width and duration that the structure will be on the highway.

Pre Site inspection.

Any licence issued will be subject to a Pre-site inspection with the relevant LB Newham Network Operations Officer. This inspection will be subject to a fee of £98.00 per hour/per officer payable in advance of the inspection.

When the pre site inspection is undertaken, a licence will be issued, allowing the construction of the hoarding subject to any conditions agreed at the inspection, which will form part of the licence itself, and which will vary from site to site. Failure to adhere to these conditions will result in withdrawal of the licence.

Construction of the hoarding may not commence prior to the receipt of this licence. Applicants are advised that it is an offence to erect a hoarding without a licence under Section 169(5) Highways Act 1980.

Bond.

A bond payment will also be required for all applications,, this is refundable on completion of works provided no damage to the highway is caused. Part refunds, may be made subject to repair of the area damaged.

Licence length.


All licences are issued for a minimum of one month, to a maximum of twelve months and will need to be renewed immediately prior to expiry unless we are notified in writing that the hoarding has been removed.

Payments

Payment can be made over the telephone via credit/debit card, alternatively payment can be made by BACS Payment (*all details will be provided once quotation forwarded to you*). Please note that we do not charge V.A.T. on hoarding licences and we do not issue V.A.T. receipts.

Please return application to:

Email: skipsand.scaffolding@newham.gov.uk

Fee:	Approval Ref:	 London Borough of Newham Highways & Sustainable Transport, Third Floor West 1000 Dockside Road London E16 2QU
Paid:	Card Authorisation Code:	

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LOCATION AND EXTENTS PLAN

A PLAN SHOWING THE EXTENT OF THE RESTRICTION IS TO BE INSERTED HERE

IT MUST BE SUFFICIENTLY DETAILED TO INDICATE ACCESS ROUTES TO
PROPERTIES OR THROUGH THE RESTRICTION FOR PEDESTRIANS

A large, empty rectangular box with a thin black border, intended for a plan showing the extent of the restriction and access routes for pedestrians.

PROPOSED PEDESTRIAN DIVERSION ROUTE (IF APPROPRIATE)
[Scale - 1:50,000 OR LESS]

A PLAN SHOWING THE SUGGESTED DIVERSION ROUTE IS TO BE SHOWN HERE

IT MUST BE SUFFICIENTLY DETAILED TO INDICATE CLEARLY THE ENTIRE
SUGGESTED ROUTE

A large, empty rectangular box with a thin black border, intended for a plan showing the suggested pedestrian diversion route.