

APPLICATION FOR A LICENCE TO DEPOSIT MATERIALS ON THE PUBLIC HIGHWAY

Version-1 August 2020

**Applications can only be made by the depositor of the materials.
All conditions must be complied with and are the responsibility of the depositor.
As much notice as possible should be given.**

1. APPLICANT/ DEPOSITOR

Company Name: _____

Company Address: _____

Post Code: _____

Contact Name: _____

Office Telephone: _____

Mobile: _____

Email: _____

Please attach Public Liability Insurance when you submit this form, if your current policy has not yet been submitted to us.
(Minimum of £5m cover).

3. Date when materials are to be placed

Date when materials are to be removed

4. DECLARATION

I/We hereby apply for a licence to deposit building materials on the public highway in accordance with the conditions given below and overleaf, which I/We have read and accept.

(Tick to accept) [Read Conditions of Licence](#)

Date: _____

2. Full address and location of where deposit of materials are to be placed

(if necessary, attach a sketch when you submit this form to show exact location)

Address: _____

Post Code: _____

Contact Name: _____

Telephone: _____

Mobile: _____

Email: _____

Select area to submit form: [See area office map](#)

OFFICE USE ONLY

Applicant Insurance		Licence approved subject to the following conditions:
Site Approved		
Inspector Initials		
Admin Initials		
Date Application Received:		
Card Payment Amount:		Signed: Date:
HIAMS No		
CIVICA Ref		
LICENCE No		

Conditions for the Deposit of Materials on the Highway

- i. The depositor shall ensure that the lighting and guarding is to the satisfaction of the Highway Authority.
- ii. Pedestrian barriers should surround the material(s) and should be of a reasonable solid construction to guide blind and partially sighted people. They should have a robust tapping rail fixed at a height of approximately 250mm above ground level measured to the underside of the rail and a robust handrail at a height of between 1.00 and 1.2m measured to the top of the rail. In both cases the rail should be at least 150mm deep. The thickness and/or width will depend on the material and construction and will need to be such as to ensure sufficient strength.
- iii. Road danger lamps must be placed on the signing/guarding and show an amber light. They should be replaced at regular intervals along the line of obstruction. Lamps should comply at all time with BS 3143, Part 2: 1900 "Low intensity battery operated lamps" and must comply with Regulation 40. Care should be taken to ensure that the intervals at which bulbs and batteries are changed and the type if replacement used are in accordance with the manufacturers' recommendations.
- iv. No material shall remain on the highway pursuant to this permission after the period of this permission has expired or time that has been granted in writing by the Council.
- v. No materials when on the highway, shall contain any (inflammable) explosive, noxious or dangerous material which is likely to putrefy or which otherwise is, or is likely to become, a nuisance to users of the highway.
- vi. That the depositor of the material shall following any reasonable request by a statutory/licenced undertaker of Highway Authority to do anything necessary for the purpose of giving access to or protecting their apparatus shall remove the material.
- vii. The depositor shall continue in force without any amendments during the period of this permission a policy of insurance providing adequate cover against all risks attendant upon the deposit of material on the highway in accordance with this permission, which policy was approved by the highway authority prior to the granting of this permission. The Indemnity Limit for the Approved Policy shall be a minimum of £5 million.
- viii. A licence to deposit material(s) on the highway is issued under section 171 of the Highways Act 1980 and anyone failing to observe the conditions of such licence is guilty of an offence and liable on summary conviction.
- ix. This permission does not allow the placing of a builder's skip on the highway.

	North
	West
	South

