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| Directorate of Place  Civic Office  Waterdale  Doncaster  DN1 3BU  Email Applications to:  [HighwayLicences@doncaster.gov.uk](mailto:HighwayLicences@doncaster.gov.uk) | C:\Users\julieal\OneDrive - Doncaster Metropolitan Borough Council\Documents\5.  Web & Forms\logo.png |

**HOARDING LICENCE APPLICATION**

In accordance with the provisions of Section 172 of the *Highways Act 1980*, City of Doncaster Council hereby grant permission for the erection of a hoarding at:

**Location:** Click or tap here to enter text.

After all of the conditions have been met and agreed by the issuing officer, please fill in the details required, sign and return it to the address or email above. Please attach a copy of your Third Party Public Liability Insurance, which should provide cover for at least £10 million. The fee is **£237** for the first month and **£76.50** per month/part month thereafter. This fee will be invoiced to your company, once the licence has been issued.

**Application Date**: Click or tap to enter a date.

**Details of Applicant: Company Name:** Click or tap here to enter text.

**Contact Name:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Company Address:** **Telephone (office hours):**

Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text. **Emergency Telephone (outside office hours):**

Click or tap here to enter text.

Click or tap here to enter text.Click or tap here to enter text.

**Start date:** Click or tap to enter a date. **Finish date:** Click or tap to enter a date.

\*\*Please supply a drawing showing extent of hoarding length width and height, width of footway, and traffic management plan if the footway is to be re-routed.

*\*Note: a separate application is required at least 6-8 weeks in advance for Traffic Management impacting on the carriageway. Please submit Cad drawing(s) and application form(s) to* [*network.management@doncaster.gov.uk*](mailto:network.management@doncaster.gov.uk) *or contact same if advice needed. Forms are available at*  <https://www.doncaster.gov.uk/services/transport-streets-parking/application-forms-temporary-traffic-management> *or by request*

**For the purpose of alterations to adjacent building in accordance with the details set out in your application dated** Click or tap to enter a date. **and subject to the following further conditions:**

1. The hoarding shall be close boarded with no gaps and of height not less than 2 metres above carriageway or footway level. The exterior of the hoarding will require painting, to provide a neat and presentable appearance in colours approved by the Council’s Engineer.

2. The hoarding and any such platform and handrail shall be adequately lit with steady independently powered low voltage amber lamps, between half an hour after sunset and half an hour before sunrise.

3. Adequate fan sheeting must be provided above the hoarding.

4. Further structural calculations and details in respect of the hoarding are to be submitted and approved before erection of the same commenced (delete if not applicable).

5. Minimum width of uninterrupted footway to be 1.2m, if less, then a temporary footway is required to be provided.

6. A white band 150mm wide and 1.6m from ground level shall be affixed to the hoarding (around the full length), when the exterior is painted in any other colour than white.

7. A plate bearing the name, address and telephone number of the hoarding erector must be fixed to the hoarding. Minimum height of letters to be 50mm.

8. The hoarding shall be securely fixed, so as to remain in the vertical position at all times during which the hoarding is in position.

9. The hoarding will be erected and dismantled on Sundays or after 6.00pm on Mondays, Wednesdays and Thursdays only.

**Additional conditions and requirements:**

10. No flyposting or advertising on the hoarding is allowed and fly posting must be removed immediately by the permit holder.

11. The permit holder must inform City of Doncaster Council when the hoarding is to be removed.

The applicant is hereby notified of the duties imposed upon him/her under the provisions of Section 172 (3) of the above mentioned Act:

9.1 if so required by City of Doncaster Council to make a convenient covered platform and handrail to serve as a footway for pedestrians outside the hoarding.

9.2 to maintain the hoarding and any such platform and handrail in a good condition to the satisfaction of City of Doncaster Council, during such time as the Council may require.

9.3 remove the hoarding and any such platform and handrail when required by the Council.

All signing and lighting of hoarding must comply with the requirements of *Chapter 8 of the Traffic Signs Manual*. The attention of the applicant is drawn to the provisions of Section 173 of the *Highways Act 1980*, which requires that all hoarding shall be securely fixed to the satisfaction of the Highway Authority. Any damage to the adjacent carriageways and footways caused by the hoarding or the works for which the hoarding was required, will be repaired at the applicant’s expense, and the attached declaration is to be signed and returned to City of Doncaster Council before the licence is valid.

**Please find a copy of *HOARDINGS – A Guide to Good Practice***

**Please ensure you read and fully understand this document before commencing any Hoarding structure**



Date: Click or tap to enter a date.

Signed: Click or tap here to enter text.

Officer dealing with Hoarding Licence Application

**Checklist:**

* Public & Employers Liability Insurance Choose an item.
* Risk Assessment/Method Statement Choose an item.
* NRASWA Qualifications Choose an item.
* TM plan (Cad drawing) if required Choose an item.
* I have signed and dated the agreement Choose an item.

**Privacy Statement:**

**Personal details submitted on this form will be dealt with in line with data protection legislation. This statement sets out what you need to know about how they will be used by City of Doncaster Council. Processing of personal information provided by you is necessary for the processing of applications under Section 172 of the Highways Act 1980 and will be used to administer this application for a licence. Your information will be shared with internal council departments and it may be shared with agencies to prevent and detect fraud. The data collected on this form is retained for as long as we need it, after which we will securely delete the information.**

**More information on your rights and how City of Doncaster Council handles your information can be found on the Council’s website. You can also contact the Council’s Data Protection Officer at** [**information.governance@doncaster.gov.uk**](mailto:information.governance@doncaster.gov.uk) **for more information.**