

ISLINGTON'S APPLICATION PACK PROVIDES YOU WITH INFORMATION ON HOW TO APPLY FOR A HOARDING LICENCE. A HOARDING LICENCE WILL GIVE PERMISSION TO PLACE HOARDING ON THE HIGHWAY.

HOARDING LICENCE APPLICATION PACK

WHY YOU NEED A LICENCE

The aim of licensing is to balance the needs of businesses and residents with the public expectation of an unobstructed footway. We have provided this pack to help you make your application.

Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation. **Highways Act 1980**, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982), Traffic Management Act 2004, Disability Discrimination Act 2005. **Hoarding is not permitted to be placed on the highway until a licence has been issued.**

THE APPLICATION PROCESS

In order to process the licence and ensure the co-ordination of works you will need to apply at least **TWO WEEKS** in advance. Failure to enclose the correct documentation could delay the process.

WHAT YOU HAVE TO SEND BACK TO US

- a. **Completed Street works request of details form**
 - ❖ **Exact location of where hoarding is to be erected (Please attach drawing)**
 - ❖ **Exact site address if different from placement of hoarding**
 - ❖ **Complete description and extent of works carried out on site**
 - ❖ **Estimated dates licence is required**
 - ❖ **Signed Agreement forms for fees, deposits and public liability. All applicants must hold a public liability policy in for the sum of £5 million or above.**
- b. **Licence fee and deposit amount (Cheques made payable to the London Borough Of Islington)**
- c. **Traffic Management plan (Where traffic flow is affected during erection of hoarding, whilst in operation and when hoarding is being removed.) (If applicable)**
- d. **Pedestrian Management plan (where pedestrians may be affected during erection of Hoarding, whilst in operation and when hoarding is being removed.) (If applicable)**
- e. **Emergency Contact number (24HRS)**
- f. **Parking suspension details - Contact the parking section to request - 0207 527 1337/6262 (If applicable)**
- g. **Emergency Contact number (24HRS)**
- h. **Parking suspension details - Contact the parking section to request - 0207 527 1337/6262 (If applicable)**

CONTACT NO AND ADDRESS

Network Management Team - Seb Lall or Sarah Bennett, Public Realm

Highways, Scaffolding Licence Application

4th Floor, MO

222 Upper Street, London, N1 1YA Telephone No: 020 7527 2860 (Application queries) Email

streetworks@islington.gov.uk Contact Islington - 0202 7527 2000 (Future application packs)

DEPOSITS

£75.00 per square metre of highway enclosed by hoarding and an additional £50 per metre length of hoarding, to cover any damage outside of the hoarding. A deposit is held to cover the costs of any damage caused to the highways that may occur during works. Deposits are held for the period of the licence and refunded on a written request once the site has been inspected. Failure to request an inspection could result in a non-refund of your deposit. The deposit will only be returned to the original payee unless a valid header letter from the payee agreeing to pay a third party.

LICENCE FEES SCHEDULE

Deposits up to £1,500 licence fee will be £265.00 - licence granted is up to a six month period.

Deposits up to £3,000 licence fee will be £390.00 - licence granted is up to a six month period.

Deposits up to £6,000 licence fee will be £700.00 - licence granted is up to a six month period.

Deposits up to £6,001 licence fee will be – On application.

EXTENSIONS/OVERSTAY CHARGES

If an extension of the licence is required applications need to be received 14 days before expiry of the existing licence. Extension will be subject to a fee of £125 per month extension fee. Overstays will be charged £150 overstay fee plus £125 per month extension fee.

COMPLAINTS

Any inspection following a valid complaint, however received, will be subjected to a £150 fee, which will be deducted from the deposit.

COMPLETION OF WORKS PROCESS

On completion of works when site is clear the council needs to be informed in writing stating the date of site clear so that inspection can be arranged.

PAYMENTS

Payments can be made by cheque made payable to Islington Council or credit card. Please complete the attached credit card form for this method of payment .

PARKING

Where the hoarding is to be sited in a metered parking bay or resident's parking you will require a suspension of an on-street parking place. To require a suspension you must contact the Parking section on telephone number 020 7527 1337. A separate application and payment will be required for parking suspensions. It is an offence to place an obstruction in a parking bay, which has not been suspended the Council has the power to remove the obstruction and prosecute the person responsible. If a footway closure is required and approved and a temporary route is provided in the carriageway this may result in the works being affected by the Traffic Management Act 2004. This will be determined at the site inspection prior to works.

SITE AND APPLICANT DETAILS REQUEST FORM

Name of Applicant	
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Address of Applicant	
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Telephone No.	
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SITE DETAILS

Company name if different from applicant name	
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Site Address Hoarding address if different from above	
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Nature of Works to which licence applies.	
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Estimated dates required for licence:

Start Date		End Date

HOARDING LICENCE APPLICATION PACK



DETAILS OF HOARDING AND MEASUREMENTS

<u>Street Name</u>	<u>Width</u>	<u>Width</u>	<u>Length</u>	<u>Deposit outside</u>	<u>Deposit inside</u>	<u>Licence Fee</u>	<u>Total cost</u>
Separate details for each street are required.	Please supply the full width of the footway.	Please supply the full Width of hoarding that will be on the Highway.	Please supply full length of Hoarding that will be on the Highway.	Deposit for area outside the Hoarding. <i>*See schedule for amount</i>	Deposit for area inside The Hoarding. <i>*See schedule for amount</i>	See schedule for amount	Total amount that applies to licence

SCHEDULE OF FEES AND DEPOSIT

DEPOSITS @ £75 square metre of highway to be enclosed behind the hoarding and additional **£50 per meter** Length of hoarding which covers any damage outside of the hoarding.
The total figure for the licence fee will be determined by the total deposit amount.

LICENCE FEES

Deposit	Fee
<£1500	£265
£1501 - £3000	£390
£3001- £6000	£700
>£6001	On Application

London Borough of Islington Licence application Credit card payment details

You may now pay for a Licence with your credit or debit card, please give your details below. Please write clearly using capital letters in black ink.

I wish to pay by Credit/Debit Card

Please delete as appropriate Visa/ MasterCard / Delta / Switch / Maestro

WE DO NOT ACCEPT AMERICAN EXPRESS CARDS

Credit/Debit Card Number: _____

Expiry Date: _____ start date: _____

Delta/ switch /Maestro users only : Issue Number: _____

Security Code _____(The last three digits from the signature strip)

Name of cardholder: _____

Address: of cardholder _____

_____ Postcode: _____

Tel No: _____

Site Address of application _____

The payment will only be taken when the application has been inspected and agreed. Please debit the above card to the sum of

Deposit £ _____

Fee £ _____

Total £ _____

The signatory below is the person accepting responsibility for the compliance of all conditions of the attached licence application

Signature of Cardholder: _____

Date: _____

Please ensure that the form is fully completed. Should the credit/debit card be declined for any reason, then a cheque will be required and this may delay the processing of your licence.

AGREEMENT OF LICENCE FEES AND DEPOSITS

DEPOSITS

Any damage to the public highway caused by the works of the licence will be repaired by the council and full costs will be taken from the deposit. I agree to pay the full costs for any damage on the public highway.

LICENCE FEE

I agree to pay the cost of the licence fee.

Signature of applicant:

Date

AGREEMENT OF OWNERSHIP OF A PUBLIC LIABILITY INSURANCE DOCUMENT

I agree that I hold a Public liability insurance policy for the said amount of **£5million** and that will cover for period in which I occupy the public highway as required in the conditions.

Signature of applicant:

Date:

DECLARATION OF APPLICATION

I confirm that the above details are correct, and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the Street Authority.

I also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority.

Signature of applicant:

Date:

CONDITIONS OF LICENCE

In accordance with the Highways Act 1980, we **MAY** grant permission for the use of Hoarding on the highway.

The licence does not relieve the licensee from compliance with or being subject to the London Building Act. The Town and Country Planning Act, or any other Acts, Regulations, other by laws and General Statutory provisions in the area and shall not be regarded as dispensing with such compliance.

A deposit is required and held to cover the costs of any damage caused to the highways that may occur during works. Should the Council carry out any remedial works, if the deposit exceeds the cost of the works, the remainder will be refunded. Deposits are held for the period of the licence and refunded on a written request once the site has been inspected. Failure to request an inspection could result in a non-refund of your deposit.

Any disturbance or damage to utility plant will be the responsibility of the licensee.

The signatory of this application is the person accepting responsibility for the compliance of all conditions and regulations associated with hoarding on the highway.

Where there is hoarding to be sited in a designated parking bay, the suspension of that parking bay/space is to be arranged by the applicant with the Parking department.

The licence agreement will become invalid if any of the conditions are not adhered to or the licensee no longer has an interest in the project.

The licence granted will be exercised in such a manner as not to cause a nuisance, disturbance or danger to the occupiers of adjoining property or the users of the highway.

The highway will at all times be kept in a neat and tidy condition and free from obstructions.

Any form of pedestrian management must have clear signage agreed with the Highways Officer.

The council is indemnified against all claims resulting from a incident caused by the hoarding or during its operation. All applicants must have public liability insurance of £5 million to work on the public highway. Failure to have insurance would result in your licence becoming invalid.

All licences issued **MUST** be displayed on site. A laminated copy will be supplied.

All licences must comply with Islington's Code of practice for Construction of Sites.

The licensee must comply with any direction or instruction given by the Streetworks Department.

The conditions below relate specifically to hoarding and must be adhered to as part of the licence :-

The hoarding is erected and used in accordance with, and compliance to the relevant safety legislation and standards. There must be compliance with the H.S.E (Health and Safety Executive) conditions and guidance notes. For the latest guidance/information please visit the HSE website www.hse.gov.uk or telephone 08453450055. The hoarding must not prevent utilities from undertaking their statutory duty and therefore access to their plant must be allowed at all times.

The hoarding must be lit during the hours of darkness with bulk head lights (60 watt minimum) at 3 meters spacing, white lights must be placed at the back of the footway and red lights facing the carriageway.

Where temporary walkways are provided in the carriageway these are to have access ramps.

The hoarding is erected and dismantled in accordance with HSE guidelines.

The licensee shall make no claim against the Council in the event of the hoarding being damaged in any way from whatever cause.

You are reminded that wilful obstruction of the public highway is an offence (s137, Highways Act 1980). Recent legislation changes now allow the Council to issue a FPN (Fixed Penalty Notice) to persons deemed to be responsible for such obstructions. The current level of fine is £100, £50 if paid within 28 days of issue.

REFUNDS

Refunds can take up to three to four weeks to process. Please ensure to include the following information when applying for a refund.

Name, address, Licence number, email address, contact telephone number.

A Bacs payment will be made to the person/company who paid the deposit. If the name is different then a signed letter, with full bacs details, must be provided to verify the payment.