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This pack provides information on how to apply for permission to occupy the highway with a structure or cable protectors

**HIGHWAYS OCCUPATION**

**LICENCE APPLICATION**

**2021/ 2022**

Please complete and email **pages 3 & 4** to streetworks@islington.gov.uk

No payment is required with your application. If the application is approved, details of how to pay online will be emailed to you. Following your successful payment licence documents will be issued by email

The Management fee is non-refundable once the permission has been approved.

**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.

The permission is issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation including, Highways Act 1980, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004 and Equalities Act 2010.

The permission will be issued in accordance with the latest Health and Safety Policy and guidance, Islington’s Council Code of Construction and Environment policy.

**The Application Process**

In order to process the licence and ensure the co-ordination of works you will need to apply at least **2 weeks** in advance. Failure to enclose the correct documentation could delay the process.

**Management Fee**

The current management fee is £625.00. Each application will be reviewed and depending on the nature of the works, a deposit may be requested. The Council may request a deposit against damage to the Public Highway. This will be held for the duration of the permission & returned to the application following a post works inspection after the site has been cleared.

If the application is approved, online payment instructions will be issued to the applicant by email.

**What You Have To Do?**

On return of the application, site visit will be undertaken in order for our inspectors to assess the footway, advise you of what is appropriate and guide you through the application process.

**What you have to send back to us:**

Completed application form that provides;

1. Exact proposed location of the occupation on a scale drawing indicating the dimensions of the object / barriers /cable protectors, the width of pavement and proximity to the kerb.
2. Photo or illustration type of item proposed to use.
3. A Signed Agreement form for fees, public liability and conditions. All applicants must hold a public liability policy in the minimum sum of **£5 million** or above**. £10 million** may be required for larger structures.

This permission does not allow any occupation of a parking bay without parking suspensions being booked and in place. A separate application is required. Contact the parking section to request Parkingsuspensions@islington.gov.uk (If applicable)

**Contact Details:** Please emailstreetworks@islington.gov.uk for application queries or request a call back.

**All works must be in accordance with the latest Government guidance in relation to Covid 19 & the Councils Code of Construction Policy (Copy available on request)**

**Highways Occupation Site Applicant Details Request Form**

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| **Name of Applicant**  |  |

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| --- | --- |
| **Address of Applicant**  |  |

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| **Telephone No.** **Office** **Mobile** **24hour contact if the structure is remaining overnight** **Email**  |  |

 **Site Details**

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| Company name if different from applicant name |  |

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| **Site address** **Exact location** |  |

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| **Footway or Carriageway**  |  |

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| **Reason for Occupation.**  |  |
| **Items to be placed on the Public Highway**  |  |

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| **Total area of occupation (m2)****Length (m) X Width (m)** |  |

 **Estimated dates required for licence:**

 **Start Date**  **End Date**

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**Agreement of Management Fees and Deposits**

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| **Deposits If Applicable** 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. If no deposit is requested at time of application the undersigned agrees to pay for any remedial works due to Highways damage of the plant**Management Fee – Non Refundable**I agree to pay the cost of the licence fee. **Signature of applicant:****Date:** |

**Agreement of Ownership of Public Liability Insurance Document**

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| I agree that I hold a Public liability insurance policy for the said amount of **£5** / **£10 million** and that will cover for the period in which I occupy the public highway as required in the conditions. **Signature of applicant:****Date:** |

**Declaration of Application**

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| I confirm that the licensee has permission from the freeholder of the property to place the temporary structure outside of the said site address. I confirm that the information given on the application is correct, and acknowledge that the works must be conducted in accordance with the legislative acts and health and safety requirements. You will adhere to codes of practice, together with the application and licence conditions imposed by the Street AuthorityI also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority. **Signature of applicant: Print Name:** **Date:** |