

**BRISTOL CITY COUNCIL
PLACE DIRECTORATE
APPLICATION/PERMISSION FOR A LICENCE TO ERECT OR RETAIN
ON OR OVER A HIGHWAY ANY HOARDING/FENCE OR OTHER STRUCTURE.
HIGHWAYS ACT 1980, SECTION 172/173**



Please complete the following information and send the form to the address below allowing at least **3 WORKING DAYS** before you wish to erect the hoarding. Non-account holders should include the correct licence fee or make an on-line payment (see below). See page four for current highway licence fees, charged PER CALENDAR MONTH.

Applicant

Name Tel No. office hours
 Address Mobile No./out of office
 Fax No.
 Postcode

Proposed location of hoarding/fence - Full description and address where hoarding is to be erected

.....
Post Code

***Proposed dates for set up dismantling**

*proposed dates **must** be provided. Fees are payable per calendar month, please refer to table of fees on page 4.

Extent and scope of hoarding/fence

length width height location *front *side *rear * delete as required
 Width of existing footway

Sketch to be provided for non-standard hoarding/fence including footway and carriageway widths, and details of any road markings, meter bays, junctions, traffic signs/signals, or other highway features which may be affected.

Please state if the hoarding/fence is to be used:-

- | | | | |
|---------------------------------|---------|-------------------------------|---------|
| a. for access only | Yes/No* | d. with any lifting appliance | Yes/No* |
| b. to carry any structural load | Yes/No* | e. with a fan | Yes/No* |
| c. with a rubbish chute | Yes/No* | | |

I/We hereby apply to Bristol City Council to erect/retain* on/over* footpath/carriageway* in connection with the building /demolition/alteration/repair/maintenance/cleaning* of the building and I/we hereby agree to comply with the terms and conditions set out overleaf and with all other statutory rules and regulations which may apply to these circumstances. * delete as applicable

Signed.....Name in block letters

Position in company Date.....

Bristol City Council, as the Highway Authority, in exercise of the above powers grant permission in accordance with the details and conditions given on this form to the above contractor to erect hoarding /fence on the highway between the **dates ofand**

Further Conditions: Yes / No

Signed.....Date.....

Print Name..... Authorising Officer

By post to:

Bristol City Council – ABS Finance Team 1
 Highway Licences (CH 3C)
 P.O Box 3399
 Bristol
 BS1 9NE

Email: cd.highwaylicences@bristol.gov.uk

Pay on-line: www.bristol.gov.uk/pay

Tel: 0117 922 2100

APPLICATION
DECISION

Bristol City Council
Conditions for Control of Hoarding/Fence on Highway

Highways Act 1980, Section 172/173

1. Before commencing any works, the applicant must provide the Council with detailed/up to date photo images of the highway surface to be enclosed by the hoarding.
IMPORTANT NOTE FOR DEVELOPERS: The issue of this licence does not constitute approval from the Highway Authority to undertake works on the highway within the hoarding. Please contact DMengineering@bristol.gov.uk to seek approval. Undertaking highway works without permission from the Highway Authority could result in abortive works and / or enforcement action.
2. The hoarding/fence shall be securely erected on the day of delivery, in a proper and professional manner, by or under the supervision of a person competent and experienced in carrying out such work. Loose components shall not be stored on any part of the highway unless secured within an area protected by barriers. Similarly the hoarding/fence must be removed from the site on the day it is dismantled. If any excavation of the highway is required, A Highway Excavation Licence must first be obtained.
3. The public must be excluded from the work area during erection and dismantling, with adequate signing and guarding of the site and any diversion routes.
4. The hoarding/fence shall be adequately lit at all times between half an hour after sunset to half an hour before sunrise, or in fog.
5. Where appropriate pedestrian access shall be maintained around the hoarding, and the following conditions will apply:-
 - a. A minimum headroom of 2.3 metres will be provided
 - b. The hoarding/fence shall be adequately colour contrasted by using adhesive tape or by painting in white or bright yellow so that pedestrians will be warned of the presence of hoarding/fence.
 - c. A minimum width of unobstructed footway of 1.5 metres shall be maintained in busy pedestrian areas. A minimum of 1.2 metres may be acceptable in less populated areas. The width is required to enable wheelchair users or those with guide dogs to pass safely by the hoarding/fence.
6. Wherever practicable, hoarding/fence shall be kept back 450mm from the carriageway edge up to a height of 5.5 metres measured from the channel level.
7. If the hoarding/fence is closer than 450mm to the carriageway edge, or the proposed site of the hoarding/fence is considered liable to impact damage by passing vehicles (this is a major factor on steeply cambered roads). It must be in these circumstances adequately secured, properly signed, guarded and lit barriers shall be provided along the face of the structure. Generally, minimum 300mm by 150mm baulk timbers painted red & white will be acceptable providing a suitably safe clearance for passing high- sided vehicles. All baulk timbers must be securely joined together to prevent displacement and have reflective cones securely fixed to their top surface at 2 metre intervals. Water/sand filled barriers shall be used on all main traffic routes/Classified Roads.
8. Where pedestrians are diverted onto the carriageway, a pedestrian walkway 1.2m minimum width shall be provided with a robust pedestrian barrier with tapping rail and handrail. Ramps of non-slip materials shall be provided to aid mobility over raised kerbs.
9. Suitable and sufficient measures must be taken to prevent any highway user from being struck by falling debris, materials, tools or other objects. The hoarding/fence must at all times be adequately secured to the adjoining structure or externally braced, weighted with concrete blocks, to prevent displacement.

10. The name, address, office telephone number and "out of hours" emergency contact telephone number of the hoarding/fence contractor shall be prominently displayed on a sign measuring 600mm by 450mm and fixed to the hoarding/fence.
11. Every hoist or pulley wheel shall be adequately fenced, and no load shall be raised or lowered over the highway unless there is adequate protection for the public.
12. The Licensee/s must do such things at their expense in connection with the hoarding/fence that the Highway Authority or any Service Utility (including any other person who owns or uses plant or apparatus in or under the highway) reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used by them, and will ensure that no damage is caused to such plant or apparatus. Any long term hoarding/fence may be subject to prior consultation with Service Utility before a licence is issued.
13. The Licensee will complete all work and remove the structure as expeditiously as possible, making good any damage to the highway.
14. The Licensee shall ensure that the lighting and guarding complies with Chapter 8 of the Traffic Signs Manual, and is to the satisfaction of the Highway Authority.
15. The licensee will ensure that the hoarding/fence is regularly inspected and maintained by a competent person and records kept.
16. During the period in which the hoarding/fence is erected, it shall be cleaned of graffiti/fly-posters, and maintained in good order so as not to be injurious to the amenities of the neighbourhood. The highway around the hoarding/fence shall be swept and kept clean.
17. A duplicate copy of the licence must be clearly displayed on site at all times during which the hoarding/fence is erected, and must be available for inspection by authorised officers on demand.
18. The licensee will fully indemnify Bristol City Council against all actions, claims, demands, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the presence of the hoarding/fence, and to support this indemnity, will furnish proof of adequate insurance cover of £5,000,000 in respect of any one claim, with no limit on the number of claims.

Notes

- A. A licence to erect hoarding/fence on the highway is issued under Section 172/173 of the Highways Act 1980. Anyone erecting a hoarding/fence without a licence or failing to observe the conditions of such licence is guilty of an offence and liable on summary conviction to a fine not exceeding Level 3 on the standard scale.
- B. If any of the terms or conditions of this licence is not complied with Bristol City Council reserves the right to require the structure to be removed forthwith at the expense of the applicant without prejudice to any claim or right that may have arisen.
- C. If the Licensee objects to any of the terms or conditions of this licence, or the issue of a licence is refused, he may apply to a Magistrates' Court within 21 days of the date of issue or refusal of the Licence.
- D. The Licensee is reminded that it is his responsibility to ensure that the hoarding/fence is structurally sound, is properly erected and maintained, and that adequate provision is made for the safe passage of highway users.
- E. The Licensee's attention is drawn to the Health & Safety at Work Act 1974 and all relevant current legislation and codes of practice.

If you would like this information in a different format, for example, Braille, audio CD, large print, electronic disc BSL DVD or community languages, please contact us on 0117 922 2100

BRISTOL CITY COUNCIL
PLACE DIRECTORATE
 Highways and Traffic



PUBLIC LIABILITY INSURANCE RIDER FORM

Rider to conditions for:

Erecting Hoarding/Fence on the Highway (Highways Act 1980 Section 172/173)

I confirm that **PUBLIC LIABILITY INSURANCE** is held in the name of the applicant, as detailed below. I also confirm that the limit of insurance cover is to a minimum of £5 million, and that the insurance covers the period as detailed on the application. I understand that this requirement is in addition to the conditions and requirements detailed on the application.

Signed (name in block letters)

Position in Company

Name of Applicant

Date

	TYPE OF CHARGE	FEE (wef 01/04/20)	LICENCE DURATION
HOARDING CONSENT	NORMAL	£68.00	Up to 1 calendar month
		£113.00	Up to 2 calendar months
		£168.00	Up to 3 calendar months
		£225.00	Up to 4 calendar months
		£281.00	Up to 5 calendar months
		£338.00	Up to 6 calendar months
		£506.00	Between 6 and 9 months
			£674.00
	SITE INSPECTION	£64.00	