

# Hoarding Licence Application

Companies wishing to place a hoarding on a public highway must apply for a licence under Section 172 of the Highways Act 1980. Note, that other items placed behind the hoarding may still require a separate highways licence and this licence does not allow excavation to be carried out behind the hoarding.

Hoarding licence applications require up to 15 working days to process from the date of receipt and only fully completed applications will be considered. Do not place anything on the highway until the licence has been issued.

Once the application has been reviewed by the highways licensing officer, you will be contacted with confirmation of the required fees and deposit. Payment can be made online or by phone once we have sent you an invoice. No licences will be issued until payment has been received.

Please note that all payments should be made by the applicant. Refunds will be paid directly back to the applicant only. You must request the deposit return once you have cleared site. The applicant must be the same as the holder of the liability insurance and all details including address must match. The applicant must also be the signatory on the indemnity form.

The cost of a hoarding licence is:

- Hoardings up to 10 metres in length = £535.00 per month
- Hoardings over 10 meters and up to 50 metres = £714.00 per month
- Hoardings over 50 metres = £969.00 per month

A deposit of £100 per metre will be taken. This will be returned when an inspection has taken place after works are complete and there has been no damage to our highway. If there are special materials on site we may request an additional deposit amount.

All of the following documents are required as part of the hoarding licence application.

1. A completed & signed application form
2. A signed letter of Indemnity
3. A copy of your company liability insurance
4. Company Bank Details, VAT number and registered company number on letter headed paper. This is needed to set your company up on our systems and to pay back any deposits on your account.
5. All relevant site plans or diagrams compliant with the Code of Practice for Road Works and Street Works
6. Confirmation of road closures / parking bay suspensions / planning permissions applied for (if applicable) Apply for parking suspensions online:

<https://www.southwark.gov.uk/parking/guide-to-parking/suspension-of-parking-bays>

**Complete applications must be submitted via either:**

**Email:**  
[highwayslicensing@southwark.gov.uk](mailto:highwayslicensing@southwark.gov.uk)

Southwark Council, Network Management,  
Highways Licensing,  
Environment, Neighbourhoods and Growth,  
Floor 3 Hub 1  
PO BOX 64529,  
London, SE1P 5LX

**Post:**

**Additional Notes:**

- Licences are issued in increments of full calendar months only.
- Where an invalid licence or failure of compliance to licence conditions is found Southwark Council can issue a Fixed Penalty Notice under the Local London Authorities Act 2003 and the Highways Act 1980. If a Fixed Penalty Notice is issued, you have 28 days to pay £50.00 at a discounted amount. If you fail to pay the discounted amount of £50.00 you then have an a further 14 days in order to pay the Fixed Penalty Notice at the full cost of £100.00. If you fail to pay the Fixed Penalty Notice within the 42 day period the London Borough of Southwark may wish to prosecute.

Applicant Details	
Full name of applicant	
Full address of applicant	
Office contact telephone number	
Mobile number	
24 hour contact number	
Email address	
Name of company providing/constructing the hoarding	
Address of hoarding placement	
Start Date	
End Date	
Are you renewing an existing licence? If so provide the current licence number.	
Total length and height of hoarding	
How many metres of clear highway will remain when the hoarding is in place? (footway and/or carriageway)	
Will any of the following be affected by the placement of the hoarding?	
Parking restrictions	
Traffic Signals	
Pedestrian crossings	
Access to adjoining properties	
Street lighting	
Will traffic management be required for the following? If yes, provide details.	
Safe vehicle passage	
Safety during the installation of the hoarding	
Safe pedestrian passage	
Do you have public liability insurance for placing a hoarding on the highway?	
Additional Information:	

## **Terms and Conditions**

**Any failure to comply with the terms and conditions listed below will render your license invalid. Please read and ensure you fully understand these conditions before signing the agreement.**

### **Hoarding Licence Terms and Conditions**

1. No doors or gates shall be constructed in such a way that they may be opened outwards onto the public highway.
2. All hoardings must be painted a single colour and should only bare the name of the main contractor. Any graffiti must be removed within 24 hours. Please note that Southwark Council may request the use of clear materials to maintain sight lines and light penetration.
3. No recesses will be allowed on hoardings, wherever possible. Any agreed recesses must be individually illuminated.
4. Southwark Council may request the hoarding to be removed and replaced with Heras Fencing if appropriate.
5. Hoardings may not enclose any sign or public lamp. Any hoardings affected by such apparatus may be requested to be recessed allowing access at all times to the apparatus.
6. The hoarding must be placed to provide as minimal impact as possible to highway users. This must be shown on a plan agreed with Southwark Council Highways Licensing & Enforcement Team.
7. No hoarding between pedestrians and vehicles should exceed 1 metre in height so as to allow pedestrian traffic on the footway to be seen from the road.
8. All traffic and pedestrian management must comply with the Safety at Street Works and Road Works Code of Practice.
9. The hoarding must not prevent utilities from undertaking their statutory duty and therefore access to their plant must be allowed at all times.
10. The hoarding must be well lit during the hours of darkness with bulk head lights (60 watt minimum) at regular intervals. White lights must be placed at the back of the footway and red lights facing the carriageway.
11. Hoarding must not obstruct access by emergency services vehicles.
12. All licences issued MUST be displayed and be visible upon inspection on the hoarding.
13. The hoarding must be erected and used in accordance with the manufacturer's guidelines and be compliant with the relevant safety legislation and standards. There must be full compliance with H.S.E (Health and Safety Executive) conditions.
14. The licensee shall make no claim against the London Borough of Southwark Council in the event of the hoarding being lost, stolen or damaged in any way from whatever cause.
15. No excavation of the Public Highway to erect a hoarding is allowed.
16. No excavation can be carried out behind the hoarding. All excavations shall be subject to New Roads and Street Work Act 1991 legislation, excavation of the public highway is not covered by this hoarding licence.
17. The Council is indemnified against all claims resulting from an incident caused by the hoarding during its placement on the highway.
18. All applicants must have public liability insurance of £5million to work on the public highway. Failure to have insurance will result in your licence becoming invalid.
19. Where it is observed that licence conditions are not being adhered to then fixed penalty notices may be issued and/or the licence may be revoked.
20. Any obstruction caused to any third party premises or items (including emergency exit/ access routes) must have prior written approval from the third party.
21. Where agreement has been given by the Highways Licensing Team to place the hoarding nearer than 450mm to the kerb edge, baulk timbers 300mm x 300mm must be placed on the carriageway for the full length of the hoarding. Unless stipulated by the licensing officer, these

timbers must be painted red and white and fitted with red bulkhead lights at 3 metre intervals. Water filled barriers may be used in certain situations and locations.

22. The applicant shall remove hoarding and equipment from the highway immediately if requested to do so by Southwark Council, its agents and contractors, the Police or by a statutory undertaker. Additionally, the applicant must abide by instructions from Officers on behalf of Southwark Council. In these circumstances a request must be made to Southwark Council before hoarding is returned to site. (No refund or extension will be granted as a result of this action for the time required for the hoarding to be removed).
23. Southwark Council retain the right to cancel this licence at any time if it is felt that the licensee is not abiding by the terms and conditions, or indeed if other issues are experienced by any third party as a result of this licence. In these circumstances no refund or any other monies will be returned to the licensee or any other third party.
24. At any time the Council may request a construction management plan from the developer or licensee.

<b>Agreement to comply with the hoarding licence terms and conditions as listed above.</b>
<b>Name</b>
<b>Company</b>
<b>Signature</b>
<b>Date</b>

### **Plans and diagrams**

Please enclose a plan/illustration which shows the area of the highway to which the application relates to. Please state all dimensions of hoarding in relation to the site and where appropriate please indicate where hoarding comes within proximity of premises, adjacent buildings, light columns, trees or any other permanent fixture on the highway.

## Hoarding Licence Indemnity

“The Company” (as detailed and signed below) hereby agrees to indemnify, the London Borough of Southwark (“The Council”), their officers and agents from and against all actions in law or equity, damages, statutory or common law losses, costs, charges and expenses arising in any manner whatsoever:

- ( i ) in respect of personal injury or death of any person or persons and
- ( ii ) in respect of damage or injury to any property whether real or personal(including the property of the Council) arising out of the transportation, erection, dismantling and or use of the equipment whether by means of defect (latent or otherwise) in the equipment or by an act (omitted or committed) the Company, its officers, its servants or its agents.

The above indemnity shall be enforceable against the Company in its operation (aforesaid) of the equipment, whether such information was a result or express authority from the Council or otherwise, unless due to any act or neglect of the Council or any person for whom the Council is responsible.

In the above indemnity, “the equipment” means any hoarding, equipment, machinery or load which is or was, at the time of any hoarding operation on the highway in the Council’s administrative area and is the responsibility of the company or being used by the Company, its officers or its agents, for any such hoarding operation.

The above indemnity shall be in force from the date of signature below. The Company undertakes to give the council advance notice of any proposed hoarding operation on any highway in the Council’s administrative area.

The Company undertakes to maintain public liability insurance for at least five million pounds sterling for any one accident with a reputable insurance company and to produce a copy of the policy and evidence of payment of premium as and when requested from time to time the Council.

I also confirm that I have the authority to issue the above indemnity on behalf of the Company.

### **Indemnity agreement on behalf of the company applying for the hoarding licence;**

Name:

Signed:

Job Title/Position:

Company:

Date: