

Highways Occupation Licence – Application Pack.



Application to occupy the Highway with a structure (placement of building materials, cherry pickers, mobile platforms, porta cabins and huts or scissor lifts).

Highways Act 1980 C66 Part IX Section 137

Amey Highways
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Under the provision of the Highways Act 1980 Section 137 it is an offence for anyone without lawful authority or excuse to obstruct the free passage along the highway.

Gloucestershire County Council will collect personal information to fulfil the application process for the licence applied for and will not use the information outside of this. For full information on how we use and store your information please see the Highways Privacy Notice which can be found at www.gloucestershire.gov.uk/highways-privacy-notices and the section relating to Licences, Permits and Permissions

GLOUCESTERSHIRE COUNTY COUNCIL REQUIRE A COPY OF THE LICENSE TO BE DISPLAYED THROUGHOUT THE DURATION OF THE WORKS.

Please complete this application in **BLOCK CAPITALS**.

Part A: Your details

Company Name	<input type="text"/>
Address	<input type="text"/>
	Postcode
Company Contact	<input type="text"/>
Contact No.	<input type="text"/>
Email	<input type="text"/>

I can confirm we hold Public Liability insurance to the value of _____ (minimum value £5 million) and this is held with _____ (name of insurance company) on policy number _____ which is due to expire on _____

I enclose a traffic management plan

We wish to apply for a new licence.

We wish to apply for an extension (please provide current licence number): _____

Part B: Which type of structure would you like to place?

Refer to parts one and two of the terms and guidelines document. Tick the appropriate box to indicate which type of structure you wish to place:

- Building material(s)
 Cherry Picker(s)
 Mobile platform(s)
 Porta Cabins/Huts
 Scissor Lifts

Part C: What works will you be carrying out?

Please describe the work you will be carrying out that requires this equipment be placed on the public highway:

Part D: Where will you be working and which roads will be affected?

Address of premises where this equipment is required.

Part E: When would you like the equipment in place?

Please indicate the dates and times you would like the equipment in place. **Note: Applications received stating "ASAP" or "To be confirmed" will not be progressed. Dates to be in format DD/MM/YYYY e.g. 02/04/2018.**

Date from:

Date to:

Position:
 Carriageway
 Footpath
 Verge

Part F: How would you like to pay?

Information on fees and ways to pay are detailed in parts one and seven of the Terms and Guidelines document. Let us know how you would like to pay by ticking the appropriate box below:

- I have enclosed a cheque for the sum of _____ to cover my application.
 Please contact _____ on _____ to take a payment by credit/debit card. The best day/time to call (during working hours) is: _____

Part G: Who can be contacted regarding this licence?

We may need to contact a representative about these works (when they start or in the event of an emergency), often this can be someone other than the person who made the application. **Note: These details will be placed on your licence, which needs to be clearly displayed on the equipment and Council website for the duration of the works.** Please state who we should contact:

Contact Name(s):

Contact Number(s):

Part H: Agreement and Indemnity

We confirm that the details given in parts A to G above are correct.

We hereby agree to indemnify and save harmless Gloucestershire County Council, their servants and agents against all liabilities, costs, expenses, damages and losses suffered or incurred by Gloucestershire County Council arising out of or in connection with the transportation, erection, dismantling and/or use of equipment or machinery, whether by means of defect (latent or otherwise) in the said equipment or otherwise, pursuant to the authority of Gloucestershire County Council granted as a result of this application.

I confirm on behalf of the company named in Part A that I have read and understood the terms and guidance document and they will abide by these and any decision made by Gloucestershire County Council. We acknowledge that Gloucestershire County Council may **at any time** check the information we have provided in our application form/compliance with the terms and guidance. Where non-compliance is found, remedial action will be taken.

Signature:

Position in company:

Date:

What happens next?

Details of how to submit your application are given in **part eight** of the terms and guidelines document.

You need to submit supporting documentation with your application (Traffic Management Plans) as stated in **part five** of the terms and guidelines document. It is important these are submitted with your application form.

Once we receive your completed application, supporting documentation and payment we will begin to process your application. We will contact you for payment if you have stated in **part F** of this application that you wish to pay by credit/debit card.

What you should do next

Refer to the terms and guidance document.