

Amey Highways
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 Gloucestershire
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AMENDMENT REQUEST FORM for:

Highways Licence (Crane, Skip, Highways Occupation, Highways Projection, Scaffolding, and Hoarding)

NOTES FOR GUIDANCE

Please read the following notes carefully

- This form must be completed in support of a request to amend an existing Highways Licence (Crane, Occupation, projection, Scaffolding and Hoarding, Skip).
- All questions in this application form must be completed in as much detail as possible; failure to provide adequate information will delay the processing of your request. Please be aware that we aim to process amendment requests within 8 working days. We cannot guarantee an earlier response.
- Please note amendments of the below nature will require a new application form (and fee) be submitted;
 - The name of the licensee. If the licence needs to be in the name of another company then a new application form must be submitted.
 - The location of the licence. Each location is assessed individually by our officers so a change in location will need to be considered in full.
 - If the duration of the licence needs to change please note we are unable to extend the duration on this form. Please use the renewal form to extend the life span of the licence. The duration of the licence can be changed to a shorter period but no refund will be made to the original application fee.
 - If the scheduled dates need to change please complete this form and pay the additional fee.

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-notice and the section relating to Licences, Permits and Permissions

1. Current Licence Details

Licence Type				
Licence Reference Number				
Licence Holder				
Licence Contact Number				
Licence Location				
Licence Duration in weeks				
Licence Dates (Schedule)	Valid From:		Expiry:	

2. Summary of Amendment Request

Reasons for amendment request	Tick relevant options	Guidance Notes
Change of Licensee	<input type="checkbox"/>	We are unable to change or transfer a licence. If the name on the licence is incorrect, a new licence must be completed.
Change of Location	<input type="checkbox"/>	We are unable to change the location for a licence that has been issued. If the location needs to be changed then a new application must be made.
Change to duration of works	<input type="checkbox"/>	We are unable to change the duration of the works once a licence has been issued. If you wish to reduce the licence period please note certain licences have a set minimum duration. If you require a shortened time frame please note that a refund will not be given. If you wish to extend the term a renewal licence can be applied for before the current licence expires.
Changes to the Works schedule	<input type="checkbox"/>	For an additional fee the applicant can change the scheduled dates. Please complete Question 3
Change to the works covered by the Licence	<input type="checkbox"/>	The licence was issued for the work detailed in the original application form. If the nature of the work has changed then a new application must be made.

3. New Licence Details

Licence Type				
Licence Holder				
Licence Contact Number				
Licence Location				
Licence Duration in weeks				
Licence Dates (Schedule)	Valid From:		Expiry:	

4. How would you like to pay?

There is a small fee (£25) attached to amendment requests to cover administrative costs. Let us know how you would like to pay by ticking the appropriate box below:

I have enclosed a cheque for the sum of £25 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: _____

Signature:

Position in company:

Date: