

## Temporary Signage on the Highway Network

### Application Form

Gloucestershire County Council will collect personal information to fulfil the process 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](http://www.gloucestershire.gov.uk/highways-privacy-notices) . and the section relating to Licences, Permits and Permissions.

#### Part A: Event/Development Information

Name of Event / Development	
Location	
Reason for Signs	
Start Date and Time	
Finish Date and Time	

#### Part B: Event /Development Management

Name	
Organisation	
Organisation type	<input type="checkbox"/> Medium/Large Commercial Organisation <input type="checkbox"/> Small Commercial Organisation <input type="checkbox"/> Registered Charity <input type="checkbox"/> Not-for-Profit Group -please state purpose of the group.....
If a charity, please provide your charity number	

# Highways

Address		
Telephone Number	Daytime	
	Evening	
Email		

## Part C: Person/Organisation responsible for signage and any fees (for sign removal/non compliance)

Name of person		
Name of organisation		
Event Reference Number		
Address		
Telephone Number	Daytime	
	Evening	
Email		

# Highways

## Part D: Location and Route

### Location

Please include map(s) showing route/location/position

### Lettering

Please give exact wording on the sign(s)

# Highways

## Part E: Signs Schedule

Sign No	Sign Size	Fixing	Xht (mm)	Sign Design	Fixing point and location
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Note: Only the above locations stated on this schedule are permitted within the highway boundary**

# Highways

## Part F: How would you like to pay?

Payment can be made by BACS or cheque. If paying by BACS, please telephone the Highways Customer Service Team to obtain a reference number that **must** be quoted when making the payment. Failure to quote the reference number will delay processing the application form.

I agree to pay the fee of £ \_\_\_\_\_ which I will be making/have made by (please tick the appropriate box below)

☐ A cheque payable to Gloucestershire County Council for the application.

☐ A BACS payment using reference..... on.....

Payment can be made to **77-27-09 70626168**

**A/C Name - GCC – COUNTY FUND**

## Part G: Declaration/Checklist

	Tick
I have enclosed a location map/plan showing the position of the signs requested	
I have enclosed a copy of the £5m event public liability insurance	
I confirm that the details given above are correct to my knowledge	

I have read and agree to the terms and conditions for the erection of temporary signs on the public highway and agree that failure to comply with the terms and conditions may result in the removal of the signs by the Highway Authority and the recovery of any costs incurred.

Signed .....

Print Name..... Date.....

Please return the completed application form, copy of insurance certificate and location plan/maps to: Highways Gloucestershire, 5th Floor, Shire Hall, Bearland, Gloucester, GL1 2TH or by email to [Highways@Gloucestershire.gov.uk](mailto:Highways@Gloucestershire.gov.uk)

### Highways Office Use

Name of Event	
Location	
Dates(s) of Event	
Reference Number (Office use only)	