

Highways

Highways Licence On-Line Application Guidance

Introduction

This guidance has been provided for the new on-line licence application forms.

All licences, including renewals, are now available on the one application form. The questions you are asked will change depending on the licence type selected.

There are six sections to be completed

Highways Licences

GDPR Statement Type of Licence Your Details Insurance Operation Details Summary

GDPR Statement

The first screen relates to our Privacy Notice and how we use your data. You will be unable to continue with the application until you have accepted the statement.

Once accepted, then select the “next” button to navigate to the next page.

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GDPR Statement Type of Licence Your Details Insurance Operation Details Summary

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 please see the Highways Privacy Notice which can be found at <https://www.gloucestershire.gov.uk/highways-privacy-notices/> and the section relating to Licences, Permits and Permissions.

I accept the above statement

[Cancel](#)

[Next >](#)

Type of Licence

Once you have selected next you will see the below screen; asking to confirm the work will take place in the area covered by Gloucestershire County Council.

Highways Licences

GDPR Statement Type of Licence

Type of Licence

Is the work to be completed in Gloucestershire? •

Yes
 No

Sorry, we are only able to process licences for operations within Gloucestershire.

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If your answer is no, then the application is terminated.

If the answer is yes you will be able to see and complete more questions about the licence you are applying for.

The screen will look like this

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Type of Licence

Is the work to be completed in the area covered by Gloucestershire County Council? *

Yes
 No

Do you hold a current Licence/Permit for the same location and equipment? *

Yes
 No

Does your company have Public Liability Insurance with a minimum value of £5 million? *

Yes
 No

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[✖ Cancel](#)

The first question asks if you hold a current licence and then will ask if you would like to extend this licence. If you are extending the current licence you will need to answer yes to the two questions and then enter details from the current licence .

Do you hold a current Licence/Permit for the same location and equipment? *

Yes
 No

✓

Would you like to extend this Licence? *

Yes
 No

✓

A Licence/Permit can only be renewed where the nature of the work to be continued is the same and the renewal date runs sequentially with the expiry of the existing licence.

Current Licence/PermitNumber *

Type of Licence *

Please Select...

Expiry date *

You will then be invited to select the extension term from the drop down.

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If the application is for a new licence you will see different screens

Type of Licence

Is the work to be completed in the area covered by Gloucestershire County Council? *

Yes
 No

Do you hold a current Licence/Permit for the same location and equipment? *

Yes
 No

What type of licence do you require? *

Please Select...



License Start Date *

License End Date *

Does your company have Public Liability Insurance with a minimum value of £5 million? *

Yes
 No

The question “What type of licence do you require?” can be answered by selecting from the drop down menu, one of the following;

Crane Licence, or Scaffolding & Hoarding Licence, or Highways Occupation, or Highways Projection Licence or Skip Permit. The type of licence you choose here will determine what equipment you can use in the operation details section.

You will need to complete the dates that the licence is required for. Please take care when entering the dates as this forms the basis of the calculation of the fee for the licence.

Select next to move through to the next screen or previous to move back a screen. You can also use the tabs at the top of the page to navigate the application form.

Your Details

You will then be asked to complete your company details

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Your Details

Company Name *

Company Address

Postcode / Street Search (min 5 characters) *

 (i)

Address not showing in list

Company Contact Details

First Name *

Surname *

Contact number *

Email address *

Confirm email address *

You will then be asked for the emergency contact. The details entered here will appear on the licence and on the Council website.

Emergency Contact Name *

Emergency Contact Number *

Insurance

You will then be taken to a page to complete the details on the public liability insurance

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Insurance

Value of Public Liability Cover (million) *

 £

Insurance Company Name *

Policy Number *

Expiry date *

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Please note the value of public liability cover should be entered in millions with six and half million being entered as 6.5

By selecting next you will be taken to the Operation details.

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Operation Details

You will then be asked specific questions about the operation details

Some questions will be missing for renewal licences.

Operation Details

What equipment will you be using? *

Describe the work you will be carrying out that will require this equipment to be placed on the public highway *

Address of premises where the equipment will be used

Postcode / Street Search (min 5 characters) *

i

Address not showing in list

Where will the equipment be positioned? *

Upload your Traffic Plan (Maximum file size 5MB) *

Drop files here to upload -

Accepted file types: .bmp, .csv, .doc, .docx, .gif, .jpeg, .jpg, .jpe, .mpeg, .mpg, .pdf, .png, .tiff, .tif, .txt, .xls, .xlt, .xlsx
Uploaded: 0/5

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For the question “What equipment will you be using?” you will be able to select from the following from the drop down menu

Licence Type	Highways Occupation
Options	Building Material Cherry Picker Mobile Platform Portacabin/Hut Scissor Lift

Licence Type	Highways Projection
Options	Banner Bridge Canopy Sign Wire

Licence Type	Scaffolding and Hoarding
Options	Hoarding Scaffolding Holding and Scaffolding

Once complete you will see the summary page which will summarise the licence from the information you have provided. Please check the summary carefully as this is the last point to make

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any corrections. If you need to make any changes, either select the relevant tab or use the previous button to navigate to the point.

Please review the document to see if the changes you have made impact on the questions you have been asked in any of the subsequent pages.

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Summary

Company Name Bloggs Skip hire

Type of Licence requested Skip Permit

From 17/01/2019

To 13/02/2019

Licence Contact Details

Company Contact Name Jane Bloggs

Contact Number 01452 123456

Public Liability Insurance Company Axa Insurance

Policy Number GB123456bn

Value of Cover (million) £6

Expiry Date 25/01/2019

Total Payable £75.00

At the end of the summary there is also a declaration that will need completing before selecting submit. By selecting submit you will be taken to our payment partner to make the payment detailed in the summary.

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 guidelines. Where non-compliance is found, remedial action will be taken.

I confirm that the details given on this form are correct and that my declaration therewith is on behalf of the company named on this form.

Name *

Position in Company *

By clicking on Submit, you will be passed to our payment services partner Capita Pay360 who will securely process your card details

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[✖ Cancel](#)

[✓ Submit](#)

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If an option to set an account comes up please do not do so. The Council will be moving to a new platform and this facility will then be activated.