

## CONDITIONS FOR THE TEMPORARY PLACING OF MATERIALS ON THE HIGHWAY'

### GENERAL

1. It is an offence to place materials on the highway without prior approval in writing from the Highway Authority.
2. Applications should note that special conditions may be imposed by the Highway Authority:
  - a. To minimise the inconvenience to persons using the street, having particular regard to people with a disability.
  - b. For Traffic Sensitive Streets, street with Special Engineering Difficulties and Protected Streets.
3. The materials owner shall:
  - a. Indemnify the Authority against any liability, loss, claim or proceedings whatsoever arising under statute or common law in respect of the placing, and maintaining of materials on the highway, or their removal there from.
  - b. Provide proof of public liability insurance of a minimum of £5m cover for the period of the Licence.
  - c. Allow at least **FIVE WORKING DAYS** between the date of receipt of this application by the Highway Authority and the proposed date on which the Licence is required to commence as a mandatory site visit must be made.
  - d. Only deposit and remove materials on the highway between the hours of 0800 and 2000 on all days, except on any Traffic Sensitive Street where erection and removal will not be permitted between 0800 and 0930 or 1600 and 1800.
4. Licences will only be granted for up to a maximum of 28 days.
5. A person aggrieved by the refusal of consent under Subsection 3 of Section 171 of the Highway Act 1980 may appeal to a Magistrates Court against the refusal.
6. Separate licences are required to excavate the highway, deposit skips, erect scaffolds and hoardings, and operate cranes and access platforms on the highways.

### MATERIALS SPECIFICATION

7. The materials shall be:
  - a. Consist of any inflammable, explosive, noxious or dangerous material which is likely to putrefy or become a nuisance to the users of the highway.
  - b. Cover an area in excess of 3 metres in length and 2 metres in width, inclusive of barriers.
8. The materials shall prominently display an information board with the Owner's Name and 24hr Emergency telephone number.

### POSITION OF MATERIALS

9. The materials shall not:
  - a. Be placed on the highway so as to contravene any requirements of a Traffic Regulation Order.
  - b. Restrict the width of any carriageway to less than 3.25 metres, except in the case of any classified or Traffic Sensitive Street where the unobstructed width exceed 6.75 metres.
  - c. Impede the surface water drainage of the highway.
  - d. Obstruct access to other premises, fire hydrants, gullies and manholes or any apparatus belonging to a Statutory Undertaker or Highway Authority.

- e. Partly or wholly obstruct a footway without prior approval in writing from the Highway Authority. Where such approval is granted, a 1.2 metres wide pedestrian walkway must be barriered off, and lamped at night.
- 10. All materials placed on the highway shall be securely restrained at all times and placed on a membrane to prevent staining and or damage to the surface of the highway.
- 11. No chemical products, including hydrocarbons, shall be stored on grass verges, shrub borders, other unpaved areas or in the proximity of trees.
- 12. No hot material shall be placed on the highway surface except when special provision is made to prevent damage by heat, i.e. boards and sand carpets.
- 13. The materials shall be clearly visible to traffic approaching from either side as a distance of not less than 75 metres and shall not be placed within 10 metres of any junction.

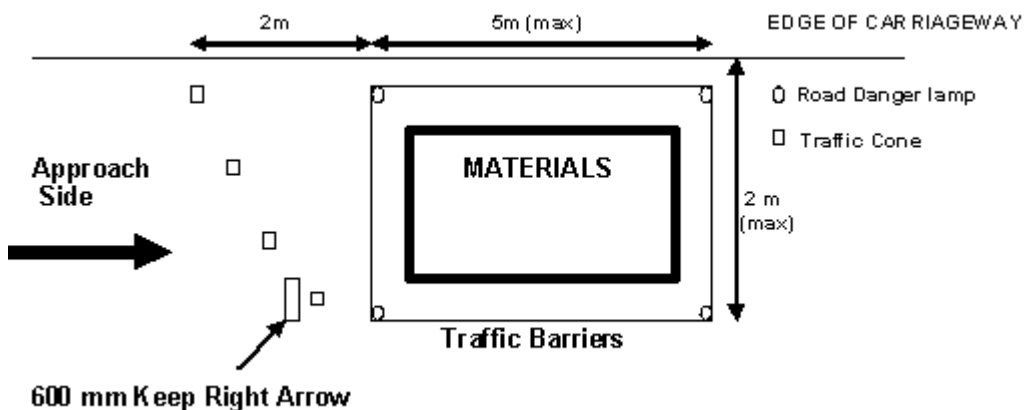
**SIGNING AND GUARDING OF MATERIALS**

- 14. All materials shall be guarded in accordance with the ‘Safety at Roads Works. A code of Practice’.
- 15. Materials on the carriageway shall be guarded by at least four traffic cones placed on the carriageway in an oblique line on the approach side of the materials together with a 600 mm keep right/left arrow.
- 16. During the hours of darkness a road danger lamp shall be attached to each corner of the barriers, and when the materials have been placed on the carriageway , lamps must be placed between the traffic cones. Lamps shall comply with the Traffic Signs Regulations and General Directions 1994, Section 43.


**REMOVAL OF MATERIALS**

- 17. No materials shall remain on the highway after the expiry of the licence.
- 18. The materials shall be:
  - a. Removed as soon as possible and in any case not later than 2 workings days after it is no longer needed.
  - b. Removed or repositioned if required by the Police or the Highway Authority.
- 19. On expiry of the Licence, the highway where the materials have been positioned must be left in a clear and tidy condition and any damage to the highway repaired to the satisfaction of the Highway Authority.

**SIGNING AND GUARDING REQUIREMENTS FOR MATERIALS IN THE CARRIAGEWAY**



- 20. Additional Conditions

<p><b>HIGHWAYS ACT 1980 SECTION 171</b></p> <p><b>Application for a Licence to temporarily Place materials on the highway</b></p>	 <p><b>Customer Services Centre Town Hall Extension St Stephen's Road Bournemouth BH2 6EB Telephone: (01202) 454903 Email: <a href="mailto:parkingshop@bournemouth.gov.uk">parkingshop@bournemouth.gov.uk</a></b></p>
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**IMPORTANT NOTES TO THE APPLICANT**

1. Read the ' Conditions for placing Materials on the highway', on pages 2-3
2. Complete sections 1-7 in block letters.
3. Return this completed application to the address shown above together with proof of your public liability insurance of a minimum of £5m
4. Please remember to include payment of licence fee of £30.00
5. A minimum of 5 working days is required to process this licence
6. Licences are valid for a period of 28 days only

CONTRACTOR	CLIENT
<p>1a. Name..... Address..... ..... ..... Postcode..... Working Hours Tel No..... Out of Hours Tel No.....</p>	<p>1b. Name..... Address..... ..... ..... Postcode..... Working Hours Tel No..... Out of Hours Tel No.....</p>

<p>2. Insurance Company..... Policy No.....Cover £..... Commenced.....Expires.....</p>	<p>3. Reason – Full explanation why the materials need to be placed on the highway ..... .....</p>
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<p>4. Licence Required *From..... To..... Five full working days <b>MUST</b> be given.</p>	<p>5. Location – Street Name..... Property Number..... Position – Carriageway YES/NO Footway YES/NO Verge YES/NO</p>
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6. Type and quantity of materials.....  
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7. Declaration

**CONTRACTOR**

I, as an authorised representative of the aforementioned company, apply to Bournemouth Borough Council for permission to temporarily place materials on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions on pages 2-3.

Signature.....

Name.....Date.....

**DO NOT WRITE BELOW THIS LINE – AUTHORITY USE ONLY**

<p>LICENCE (to be completed by the issuing authority). Fee Paid £.....</p>	<p>Licence No..... Receipt Issued YES/ NO</p>
<p>Your application to place materials on the highway at the above location for the period shown, has been *refused/granted Subject to adherence to Chapter 8 and the following conditions..... ..... .....</p>	

<p>Signature..... Name.....</p>	<p>For the Environmental Services Date.....</p>
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\*Delete as appropriate