

**LICENCE FOR MISCELLANEOUS ACTIVITY ON THE HIGHWAY
APPLICATION FORM
Borough of Poole**

Environmental Services, Hatchpond Road, Poole, BH17 7LQ
Telephone: 01202 262225 E-mail: streetworks@poole.gov.uk



APPLICANT DETAILS

Name..... Post Code.....
Address.....
Company Name (if applicable).....
Phone Number.....Mobile Number.....
E-mail Address.....

DOCUMENTARY EVIDENCE REQUIRED TO SUPPORT APPLICATION

Please provide:

- Method Statement
- Traffic management plan and site specific risk assessment
- Contractors proof of accreditation under NRSWA 1991
- Proof of valid Public Liability Insurance to a minimum value of £10million
- Licence fee £120 (please tick here if you wish to pay by credit/debit card)

Verified

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THE WORKS

Location of Works.....
Activity Proposed.....
.....
Proposed Start Date.....**Proposed End Date**.....
Proposed Start Time.....**Proposed End Time**.....

IMPLICATIONS ON THE HIGHWAY

FOOTWAY(S) : None / Diversion into Carriageway / Narrowing* / Other*
(*Please give details below)

Further details (including width left if narrowing).....
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CARRIAGEWAY(S) : None / Give and Take / Priority Flow / Stop-Go /
Temporary Signals* / Narrowing* / Closure* / Other* (*Please give details below)

Further details (including width left if narrowing).....
.....

DECLARATION

I have read and understand the Conditions relating to this Application for a Miscellaneous Licence and agree to be bound by them. I declare that the information I have given on this form is correct and complete.

Signature.....**Date**.....

Print Name.....

Your personal information will be held and used in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. The council may also use this data in connection with the prevention or detection of fraud or other crime. The full privacy policy can be found at www.boroughofpoole.com/privacy-policy/

MISCELLANEOUS ACTIVITY LICENCE - CONDITIONS

1. It should be noted that the highway is primarily for the use of the public to pass and repass and not for the convenience of activities adjacent to it. The option to use the highway should be the last resort when all reasonable alternatives have been fully considered and eliminated. It is illegal under the Highways Act 1980 to carry out works or obstruct the highway without the due permission of the Highway Authority.
2. The Applicant must be the individual directly responsible for the operation or who has the legal capacity to act as the Company named as the Applicant. The Applicant is responsible for all matters concerning the activities on the highway permitted by this Licence, for providing full and accurate information and for paying the application fee in advance for issue of the Licence.
3. Approval of Licences will be given as soon as is practicable. However, a site meeting may be required and so applications should be made as soon as possible. On major routes at least 3 months notice is required to allow co-ordination and publication of potential implications on traffic. Road closures require at least 6 weeks notice and details of these are available on request.
4. The application is not transferable and relates only to the details agreed. The Applicant remains responsible throughout and shall permit the Council to inspect the Works at all reasonable times.
5. The Applicant must plan any works and produce an approved Method Statement that minimises the impact on the highway and maintains the safety of the public. Any Works must be carried out by New Roads and Street Works Act (NRSWA) accredited operatives, signed and guarded in accordance with the 'Safety at Street Works and Road Works Code of Practice' as well as to the relevant safety guidelines for the actual operation itself.
6. The Applicant will be responsible for any diversion signing and for a letter drop to affected parties including businesses, residents, bus companies and emergency services. The text of any letter and its distribution should be agreed with the Council and a copy provided for their records.
7. The Applicant shall have a minimum Public Liability Insurance of £10,000,000; proof of this should be included with the application.
8. The Applicant shall note that the Council may, if it thinks fit and reasonable to do so, terminate any consent without notice. At such times all operations, plant and materials associated with the Works shall be dismantled/removed from the highway and the highway returned fit for use without delay.
9. Any damage to the Highway arising out of the Works shall be reported to the Council immediately. When requested, the Applicant will attend site to agree any highway condition both prior and subsequent to the Works. The Applicant will be liable for any costs incurred in repairing any damage caused to the Highway as a result of the Works
10. A Miscellaneous Licence will be issued for a maximum of one month duration at any one time. Activities lasting for more than one month will need to submit a new application for each subsequent month required and will be subject to the fee on each occasion.

MISCELLANEOUS ACTIVITY LICENCE FEE

1. The current cost of this Licence is £120 and must be paid in advance of the Licence being issued.
2. All charges are non-refundable once this application form has been submitted.
3. Please make **cheques** payable to 'Borough of Poole' and include with your completed application.
4. Alternatively, if you wish to pay by **credit/debit card** please tick the box on the application form and one of our team members will phone you to take the payment once your application has been received.