Main Offices

CHELTENHAM BOROUGH COUNCIL

MUNICIPAL OFFICES

PROMENADE

CHELTENHAM

GLOUCESTERSHIRE

GL50 9SA

Tel: 01242 77 5200

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LICENCE APPLICATION



**HIGHWAYS ACT 1980 PART V11a**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

**APPLICATION FOR PERMISSION TO PLACE AN OBJECT ON THE HIGHWAY**

**SECTION A**

|  |  |  |  |
| --- | --- | --- | --- |
| Application type (please tick ✓) | New application  Subsequent application | | |
|  |  | | |
|  |  | | |
| Surname | Click here to enter text. | | |
|  |  | | |
| Forename(s) | Click here to enter text. | | |
|  |  | | |
| Address | Click here to enter text. | | |
|  | Click here to enter text. | | |
|  | Click here to enter text. | | |
|  | Click here to enter text. | | |
|  | Post Code: Click here to enter text. | | |
|  |  | | |
| Telephone number (daytime) | Click here to enter text. | | |
|  |  | | |
| Telephone number (mobile) | Click here to enter text. | | |
|  |  | | |
| Email address (optional) | Click here to enter text. | | |
|  |  | | |
| Nature of business (if applicable) | Click here to enter text. | | |
| Charity registration number (if applicable) | Click here to enter text. | | |
|  |  | | |
| Address and/or exact location permission is required for |  | Click here to enter text. | |
|  |  | Click here to enter text. | |
|  |  | Click here to enter text. | |
|  |  | Click here to enter text. | |
|  | Post code: | Click here to enter text. | |
| Date(s) for which application is made | Click here to enter text. | | |
|  |  | |  |
| Day(s) and times the object will be placed on the highway | Monday - from  Tuesday – from  Wednesday – from  Thursday – from  Friday – from  Saturday – from  Sunday – from | | until       hours  until       hours  until       hours  until       hours  until       hours  until       hours  until       hours |
|  |  | |  |
|  |  | | |
| Total size of object or display |  | | |
|  | Note: Must include measurements for displays/awnings etc. associated with the object | | |
|  |  | | |
| Please explain how you intend to secure the object on the highway |  | | |
|  | I.e. To prevent it from blowing or falling over etc. | | |
|  |  | | |
| Object type |  |  | |
|  | i.e. vehicle, marquee or other structure |  | |
|  |  |  | |
| Width of footway available for public to pass the object or display |  | | |
|  |  |  | |

**The following are required with this form before we can proceed with your application -**

please tick the boxes below ✓ to confirm you have sent them

* **Application form** (all sections completed)
* **Administration fee** (non refundable)
* **Photograph of the object for which permission is sought**
* **Scale plan indicating where the proposed object is to be placed**

I/We confirm that the contents of this application are true and correct.

I/We agree that if permission is granted by Cheltenham Borough Council to place an object on the highway that I/we will comply with all Acts, Byelaws, Regulations and Conditions relating thereto and for the time being in force.

I/We understand that non-compliance with any relevant Acts, Bylaws, Regulations and Conditions will prejudice the continuance of any permission granted.

I/We, the undersigned, hereby apply for permission to place an object on the highway within the Borough of Cheltenham and I/we declare that to the best of my/our knowledge and belief the foregoing statements are true and correct.

I/We understand that the permission is only valid for the period specified thereon.

I/We understand that once the completed application form has been submitted it will be submitted to environmental health and highways enforcement officers of Cheltenham Borough Council together with the local police, and Cheltenham Business Partnership for comment.

This authority is obligated to process information fairly and lawfully. I understand that the council will process the information I have provided on this form in accordance with the relevant privacy statement available at <https://www.cheltenham.gov.uk/your-data>.

I/We confirm that the application conforms to the “Conditions of Consent” specified in the guidance notes.

I/We confirm that sufficient public liability insurance is in place of at least £5million of indemnity.

Signature of applicant (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (s) in BLOCK CAPITALS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity in which application is signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of this application does not preclude the requirement to comply with the provisions of any other Statute.

**This application and appropriate supporting documentation should be presented to -**

Licensing Section

Public Protection

Cheltenham Borough Council

Municipal Offices

Promenade

Cheltenham

GL50 9SA

Telephone: 01242 775200

Fax: 01242 774924

Email: licensing@cheltenham.gov.uk

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# Guidance Notes

These guidance notes accompany the application for permission to place an object on the highway. We strongly encourage all new applicants to read these in the first instance before making an application. These guidance notes should be read in conjunction with the Council’s adopted policy.

### Policy

Each application is assessed against the outlined conditions included in the application pack and this policy.

No object and its associated activity may generate noise which is likely to cause nuisance or annoyance.

Applications will be dealt with on a first come first served basis.

Any object given consent to be placed on the highway must be sufficiently weighed down or secured to ensure that the object will not cause any harm or damage.

**Vehicles**

Some campaigns involve the use of special exhibition vehicles. The following spaces have been identified as being suitable for occasional static vehicle based displays at the discretion of the Council and subject to the conditions contained in this policy:

1. One space outside 173 - 181 High Street for displays no larger than 2.5m x 5m (8ft x 16ft)
2. One space outside 111 - 113 High Street for displays no larger than 2.5m x 5m (8ft x 16ft)
3. One space on the corner of Crescent Terrace and the widened area on the pedestrianised area of the Promenade for vehicles no larger than 3m x 5m (10ft x 16ft).

Other than on allocated locations, campaigns involving exhibition vehicles will not normally be permitted on pedestrianised areas.

To ensure that the highway is adequately protected against damage, it will be a condition of any consent that involves the use of vehicles on the highway that drip trays must be provided for each and every vehicle.

**What happens next?**

**Consultation**

Once you have submitted a complete application, licensing officers will undertake a consultation with a number of stakeholders such as Gloucestershire Constabulary, Environmental Health, Gloucestershire Highways and the Town Centre Manager.

The consultation will last for 7 days starting after the day we receive your application.

**Conditions**

All consents are granted subject to a number of conditions. Please refer to the policy for more information.

**Fees**

If your application is granted, you will be expected to pay the consent fee **before** placing the object on the highway. We will normally expect the full amount to be paid, however in some circumstances the Council may agree to the fee being paid in instalments. Please contact the licensing section to discuss this.