# Application form to change a structure projecting over or under the highway

Use this form for bridges, canopies, banners, wires, and signs.  
  
Before completing, please read carefully the regulations that accompany this form.  
  
Allow five working days for us to process your application. We will not begin to process your application until we have received all the relevant information.

## Applicant details

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| --- |
| First name: |
| Family name: |
| E-mail address: |
| Telephone number(s): |
| Business name: |
| Business Address: |
| Your position in the business: |
| Is this business the owner of the item occupying the highway? If not, please provide contact details for the skip owner*:* |

## Details of the licence

Identifying the licence

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| --- |
| Licence number and first line of address: |

## Change the licence

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| Describe the change - you can provide documents and plans to help explain your change: |

|  |
| --- |
| Date planned for change (dd/mm/yyyy): |

## Insurance

You must have a suitable level of public liability insurance to cover this activity. The minimum required is £10m. Please provide details of your policy.

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| --- |
| Name on policy: |
| Insurance company: |
| Policy number: |
| Period of cover (end date): |
| Amount of cover (£m): |

## Additional Information

Provide any additional information which is required or relevant to your application. Please check the terms & conditions.

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## Payment

### **The payment is for a potential maximum 6-month period and the permission is given for a month, for which you must re-apply monthly.**

### **If a payment is due, please pay online quoting site address and reference number. Please wait until you receive this information from us before you try to pay.**

## Declaration

Please read the terms & conditions before signing this application.

I am aware of the provisions of the Highways Act 1980. I have read and agree to the conditions listed in South Gloucestershire Council's Terms & Conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

|  |  |
| --- | --- |
| Signed: | Print Full Name: |
| Position: | Date (dd/mm/yyyy): |

## Contact us

Please return this paperwork by email to: [TechSupportStreetcareBMR@southglos.gov.uk](mailto:TechSupportStreetcareBMR@southglos.gov.uk)

### Or by post to the following address:

|  |  |
| --- | --- |
| **South Gloucestershire Council Department for Place** Streetcare PO Box 1954 Bristol BS37 0DD | T: + 44 (0)1454 865859 W: [www.southglos.gov.uk](http://www.southglos.gov.uk/) |