# Application form to place 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.  
  
**Note, we need a site location plan showing the location of skip in relation to the property before we can start processing your application.**  
  
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.  
  
In some circumstances it may be necessary for us to turn down applications because the proposed site is considered to be potentially hazardous. In these cases, the fee remains non-refundable.

## Applicant details

|  |
| --- |
| 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 owner: |

## Location of proposed projection

|  |
| --- |
| Building or site address: |

|  |
| --- |
| Please describe the exact location of the site to be occupied (a rough site location plan showing the location of the apparatus is also required to be submitted.) |

## Details of proposed projection - over the highway

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| --- |
| Minimum height above the highway: |
| Maximum width projection over the highway: |
| Minimum distance from the front of the projection to the kerb edge: |
| Maximum length of projection along the highway: |

|  |
| --- |
| Provide details of the work being undertaken and reason the road/highway needs to be occupied: |

## Details of proposed projection - under the highway

|  |
| --- |
| Minimum depth under the highway: |
| Maximum width projecting under the highway: |
| Maximum length of projection along the highway: |

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| --- |
| Provide details of any proposed openings in the footway: |

## Planning Permission

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| Do you have planning permission for the projection/structure? |

## 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.

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

## Additional Details

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

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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.**

* Please indicate if this is a standard application or a retrospective application.

### **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 have read and agree to the conditions listed in South Gloucestershire Council's Terms & Conditions, and will not place the skip(s) until permission is given. 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/) |