Dear Sir / Madam

Placing of Hoarding or Site Fencing on the Highway

I refer to your request for information on the above. A licence has to be obtained from KCC Highways, Transportation and Waste to permit the placing of a hoarding or site fence on the highway.

Please find enclosed for your information:

- An application form for a licence, to be completed and returned to the KCC Highways, Transportation and Waste Office appropriate to the site at which the hoarding or site fence will be placed, along with full payment as follows. Cheques are to be made payable to Kent County Council.
  
  £51 initial licence application - 7 Day duration and £51 per renewal licence - 7 Day duration

Please note that the above administration charges are for processing an application and are non-refundable. Additional charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at [www.kent.gov.uk/lanerentalscheme](http://www.kent.gov.uk/lanerentalscheme). You can also apply on-line via “Business Link” [https://www.gov.uk/apply-for-a-licence/occupation-of-the-road-in-connection-with-building-work/kent/apply-1](https://www.gov.uk/apply-for-a-licence/occupation-of-the-road-in-connection-with-building-work/kent/apply-1)

- A copy of the Control of Hoarding or Site Fencing Conditions of Licence Form HS2
- A copy of the Hoarding or Site Fencing, Site Requirements Note.

Please note that it is necessary for KCC Highways, Transportation and Waste to receive an application for a hoarding 5 working days prior to the intended placing of the hoarding or site fencing on the highway.

If you have any further queries, please contact KCC Highways, Transportation and Waste on 03000 418181.

Yours faithfully

Toby Howe
Senior Highway Manager
Highway Operations
# Licence to Place a Hoarding or Site Fencing on the Highway

## Section 1 – To be completed by the Applicant

<table>
<thead>
<tr>
<th>Location of Site of Hoarding or Site Fencing:</th>
<th>New Application</th>
<th>Renewal</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Name and Address of Hoarding Or Site Fencing Company</th>
<th>Operative Period</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

| Emergency Contact: ........................................ | Emergency Tel No: ..................................... |

I have read, understood and will comply with the Conditions of Licence (Form HS2) supplied and agree to pay for the administration of this licence for 7 days, or alternatively agree to pay for the administration of a renewal licence for 7 days. I understand that these charges are non-refundable.

Signed: ........................................ Tel No: ..................................... Fax No: .....................................
Print Name: ........................................ Date: ..................................... Email: .....................................

Kent County Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city council or statutory regulators for compliance and monitoring purposes as necessary.

The Council, pursuant to the powers conferred by Section 172 of the Highways Act 1980 and the Road Traffic Regulation Act 1984, Section 67(3) hereby grants permission to the above applicant in accordance with the above dated application for the operative period stated above (or as shown in the special conditions) subject to the following:

1. The type and the position of the hoarding or site fencing shall be: ........................................
2. If required, prominent notice boards shall be displayed indicating that overhead work is in progress.
3. The hoarding shall be removed immediately when its purpose has been served and, in any case, not later that the date above unless an appropriate renewal has been granted.
4. Any damage to the highway arising from the erection of the hoarding is to be made good to the Council’s satisfaction immediately after the hoarding is removed.
5. The Council is to be indemnified up to the value of £5 million by the Licensee from and against all actions and claims arising out of the erection of the hoarding you are required to submit proof of this prior to the commencement of the work along with a copy of your £5 million public liability insurance.
6. Warning signs for traffic shall be provided where necessary and in accordance with the Council’s requirements.
7. Your attention is drawn to the special conditions indicated below:

**THIS LICENCE IS NOT VALID UNTIL SECTION 2 IS COMPLETED**

## Section 2 – To be completed by the Streetworks Team

| Special Conditions: ........................................ | |

Signed: ........................................ Dated: .....................................

For and on behalf of the KCC Highways, Transportation and Waste

<table>
<thead>
<tr>
<th>Paid in Full</th>
<th>Yes / No</th>
<th>Agreed By:</th>
<th>Insurance &amp; Indemnity checked?</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreed:</td>
<td>Yes / No</td>
<td>Licence No:</td>
<td>Renewal:</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Assessed by:</td>
<td>……………</td>
<td>………………</td>
<td>……………</td>
<td>Streetworks Team</td>
</tr>
<tr>
<td>Tel No:</td>
<td>……………</td>
<td>Fax No:</td>
<td>……………</td>
<td>……………</td>
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<tr>
<td>Hoarding and Site Fencing Site Requirements Note</td>
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<tr>
<td>1. Company telephone number, contact name and emergency out of hours to be clearly displayed.</td>
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<tr>
<td>2. If required, ‘Men working overhead’, signs must be clearly displayed.</td>
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<td>3. If within 450 mm of carriageway, vertical standards to be lit between half an hour before sunset and half an hour after sunrise.</td>
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<tr>
<td>4. If within 450 mm of carriageway, white sleepers with attached cones to be placed beside any hoarding in the carriageway.</td>
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<td>5. Outline of hoarding to be painted white.</td>
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<td>6. Damage to be made good by your company – N.B. photographic evidence will be taken.</td>
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<tr>
<td>7. Signage and guarding in accordance with the current legislation.</td>
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<tr>
<td>8. If hoarding is walk around a minimum distance of 1 metre between hoarding structure and carriageway for pedestrian access must be allowed.</td>
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<tr>
<td>9. If there is an overhang a minimum head height of 2.5 metres to allow for pedestrian access, must be allowed.</td>
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Control of Hoarding / Site Fences – Conditions of Licence (Form HS2)

1. Each hoarding / site fence shall, while on or within the highway comply with the Traffic Safety Code (Part 1 – Lighting and Guarding of Obstructions) and shall be marked, guarded and lit in accordance with the following requirements:
   - Each hoarding / site fence sited in the carriageway shall be guarded in accordance with Chapter 8 of the Department for Transports Traffic Signs Manual.
   - Company name, daytime telephone number and emergency, out of hours contact numbers are to be clearly displayed at all times.
   - At night (that is to say, between 30 minutes before sunset and 30 minutes after sunrise) and if sited in or within 450 mm of a carriageway, each vertical standard shall be lit. Each lamp shall remain lit throughout the night. If sited within 450 mm of a carriageway, white painted sleepers with cones attached to them are to be sited next to the hoarding / site fence.
   - Solid panelled hoardings are to be painted white. Mesh built fences, e.g. the Heras type, need not be painted.

2. Each hoarding or site fencing shall be positioned so that it does not impeded the surface water drainage of the highway, nor obstruct access to any manhole or the apparatus of any utility or the Council.

3. Any damage sustained by highway surfaces during erection, use and removal of the hoarding / site fencing shall be made good by the owner.

4. If hoarding is walk around, there must be a minimum distance of 1 metre between the hoarding / site fence and carriageway for pedestrian access.

5. If there is an overhang a minimum of 2.5 metres to allow for pedestrian access, must be allowed.

6. No hoarding / site fence shall remain on the highway longer than is necessary and in any event, shall be removed or repositioned if required by a Police Officer in uniform or the KCC Highways, Transportation and Waste.

7. No hoarding / site fence shall remain on the highway pursuant to this permission after the period of this permission as specified on the licence has expired.

8. The licence owner will be charged fees of £47.50 if, following a routine inspection, any infringements of the licence, or problems arising out of the use of the site are found. Any additional visits to the site, which have to be carried out by KCC Highways, Transportation and Waste, will be charged at £47.50 per visit.
9. If the works are subject to a lane rental charge then additional charges may apply. These charges will be agreed with Kent County Council and paid prior to works taking place.

10. Upon removal of the hoarding / site fence from the highway, the owner is to ensure the highway is thoroughly cleaned of any residue, including cleansing of any road gullies if needed. All necessary cleansing works will be to the owner’s cost.

11. The owner will indemnify the Kent County Council to the value of £5 million through Public Liability Insurance against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common Law, in respect of the placing and maintaining hoardings on the highway and their removal therefrom.

12. All applications, including renewals should be submitted 5 working days prior to the intended licence commencement date.

13. It will be necessary to check the site location as to suitability before a licence is issued. Spot checks will be made to ensure compliance.

14. Any location given on the licence application shall be unambiguous and will include property numbers wherever possible, rather than proper names of private properties or businesses.

15. Should the hoarding / site fence be in a position on the public highway where payment is necessary for parking (for example in a Pay and Display Zone), it is the responsibility of the owner of the hoarding / site fence to place any necessary monies with the relevant authorities, prior to placement of the hoarding / site fence on the highway.

16. Your attention is drawn to Section 172 of the Highways Act 1980 concerning the placing of hoarding / site fences on the highway. It will be the owner’s responsibility to ensure that hoarding / site fence placed on the highway complied with the Highways Act 1980 in all respects.

17. This licence is being issued on the understanding that the hoarding / site fence is being used in connection with work at the premises named in the application and for no other purpose.

18. If a site inspection is required to assess safety and condition of location of hoarding or site fencing before and after placing them on highway, an inspection £50 will be charged.

Legal Note:

Section 172 of the Highways Act 1980 provides:

a) For fines in the event on non-compliance with licence conditions; and

In the event of refusal of a licence or a particular condition in a licence granted, the applicant may appeal to a magistrate’s court.