



**APPLICATION FOR A LICENCE TO PLACE  
A HOARDING ON THE PUBLIC HIGHWAY**

Please complete form and return to: [info@islandroads.com](mailto:info@islandroads.com)

**COMPANY APPLYING FOR HOARDING**

1. Name:.....  
Address:.....  
.....  
.....  
Post Code:.....  
Office Tel No:.....  
Out of Office Hours Tel No:.....

**2. Location**

Give precise location where the hoarding will be placed (i.e. Number/Name of Property and Road/Street/Town)

.....  
.....  
.....

**3. Lighting – Tick appropriate box**

Liability for the lighting of the hoarding shall be accepted by the Owner.

**4. Period of Licence – Give dates on which the licence is proposed to start and finish:**

From: ..... to: ..... (inclusive)

**A notice of 10 clear working days must be given** with allowance for weekends and public holidays.

Payment of £..... (**£74 per week / part week**) has been made by cheque to Ringway Island Roads Ltd or by BACS (Sort Code: 23-63-91, Account number: 19016368).

Pre-payment does not authorise approval of a licence. Any application declined will be refunded the fee paid.

**5. Declaration – I hereby apply for permission to place a hoarding on the public highway and have read and accepted the conditions.**

Signature:..... Date: .....

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

**LICENCE (to be completed by Island Roads)**

DOES NOT CONFLICT WITH ANY APPROVED ROAD AND STREET WORKS? Y / N

No: R2603// has been granted for the placing of hoarding on the highway at the above location for the period shown.

Conditions

.....  
.....

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