

Sandwell Metropolitan Borough Council
Highways Services
 Sandwell Council House, PO Box 2374,
 Oldbury, West Midlands, B69 3DE
 Email: Permits_SHF@sandwell.gov.uk
 To make payment by debit/credit card: 0121 368 1177 (Quote Ref. 66201 K03001 00009)

Highways Act 1980 – Sections 169 and 172
Application to Provide Temporary Structure on or over the Highway

Tick as applicable:	Hoarding/Fence		Scaffolding	
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NO APPLICATION WILL BE CONSIDERED OR ISSUED UNLESS ALL NECESSARY ACCOMPANYING DOCUMENTS AND PAYMENT ARE ATTACHED each permit will be valid for **90 calendar days** and renewable by a new application thereafter.

A fee of £252.00 must accompany each application. Payment can be made by post with a cheque attached to this application form, debit/credit card by telephone on 0121 368 1177 option 3 for Highways or any method of payment is accepted if made in person at the above address.

Sandwell MBC will require documentary proof (*copy of insurance certificate or copy of letter from insurance company*) of **minimum £5 million pounds of Public Liability** Insurance to accompany each application.

This form should be completed and submitted by the principal contractor.

Main Contractor

Name:

Address:

Postcode

Contact details: Telephone

Mobile

Email:

Site address

Postcode:

Insurance Cover Details

Insuring company:

Amount insured:

Expiry date:

Erector/Supplier

Name:

Address:

Postcode:

Contact details: Telephone

Mobile

Email:

Please provide a simple (freehand) sketch for approximate location of scaffold/hoarding structure on site and a brief written description of work to be carried out:

Width of footpath:

Distance of encroachment of structure on footpath(s):

Proposed date of erection:

Anticipated date of removal:

CHECK LIST

Plan/sketch completed and attached

Copy - certificate of Public Liability Insurance

Payment

Is this a renewal YES NO If yes; licence number:

The council reserves the right to modify the way in which the address to which the application relates is recorded, to match those within the Local Land and Property Gazetteer. The address used on your acknowledgement will indicate whether this has been done. It in no way affects the way in which your application is processed.

I/we agree to undertake to carry out the conditions imposed by Sandwell MBC.

Print name:	Signature:
Name of company:	Date:

For Official Use Only

Date:	Amount paid £	Receipt No.:
Map Ref:	App. No.:	