

# Application to Place an A-Board/Item on the Highway

## ONE APPLICATION REQUIRED PER A-BOARD / ITEM

If this application is to re-apply for an existing permit and the details of the previous application remain unchanged, please tick this box and only complete questions 1,2,7, and 8 and the declaration.

1. Name of business application applies to:

Address of business application applies to:

Business telephone number(s):

2. Name of applicant:

Address of applicant (if different from above):

Telephone number of applicant (if different from above);

3. Please state the items this application relates to:

A-Board  Approximate height \_\_\_\_\_m, Approximate width \_\_\_\_\_m

Other Item  Approximate height \_\_\_\_\_m, Approximate width \_\_\_\_\_m

Please state the items (stormboards, planters etc) .....

**A-Boards should be no more than 1.25 metres in height and 0.66 metres in width**

4. Will the A-Board/Item be placed directly outside the applicant's business premises?

YES  NO

If no, a street plan will be required (in an appropriate Scale) showing the location and written consent from the property(s) outside the location the A-Board/Item will be placed. There will also be an additional fee of £7.00 for advertising the application, such applicants are also not required to answer Question 5.

5. Is the A-Board/Item to be placed directly adjacent to existing street furniture or the build line of the premises?

YES – Adjacent to street furniture  
Please state what street furniture (ie bin, lamppost, etc) .....

YES – Build line

NO

6. Is there a minimum clearance of 1.5 metres from the proposed location of the A-Board/Item to the nearest obstruction/carriageway?

YES  NO

If NO please state clearance \_\_\_\_\_m

7. A completed public notice (Appendix A to this form) must be placed by the applicant at the premises for a period 28 days following the day after receipt of the application by the Licensing Authority.

YES  NO

8. Do you possess appropriate £5 million public liability insurance for the A-Board / Item?

YES  NO

I enclose the fee of £25.00 for this application. (CHEQUES SHOULD BE MADE PAYABLE TO CITY OF WOLVERHAMPTON COUNCIL – COWC. CASH & CARD PAYMENTS WILL ALSO BE ACCEPTED AT RECEPTION, GROUND FLOOR, CIVIC CENTRE).

**DECLARATION**

I declare that I am over 18 years of age and I certify that, to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans is both accurate and correct. Your permit will be withdrawn with immediate effect if this application is subsequently shown to be falsely made.

I declare that all conditions attached to any issued permit will be complied with.

Signed: _____	Date: _____
Print name: _____	
Position within company/business: _____	

The application form should be returned with the fee £25.00 (which is non-refundable) and all supporting documentation to:

**City of Wolverhampton Council, Licensing Services, Civic Centre, Wolverhampton, WV1 1DA**

The information given may be held in manual or electronic form and will be subject to the provisions of the Data Protection Act 1998.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [http://www.wolverhampton.gov.uk/council/corporate/finance/corruption\\_fraud/nfi.htm](http://www.wolverhampton.gov.uk/council/corporate/finance/corruption_fraud/nfi.htm)

***If you have any queries or require help completing the form,  
please call Licensing Services: 01902 550435***

**THE HIGHWAYS ACT 1980**  
**PERMISSION TO PLACE**  
**A-BEARD/ITEM ON THE HIGHWAY**

An application for permission to place A-Board/Item on the Highway has been made to City of Wolverhampton Council by:

Applicant Name \_\_\_\_\_

This relates to placing A-Board/Item outside the premises on the Highway and is in respect of the premises known as:

Premises Name \_\_\_\_\_

Situated at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any representations regarding the application must be made in writing to:

Licensing Services  
Civic Centre  
St Peter's Square  
Wolverhampton  
WV1 1DA

[licensing@wolverhampton.gov.uk](mailto:licensing@wolverhampton.gov.uk)

and made no later than 28 days after the notice is posted; which is

Date \_\_\_\_\_