

General Guidance for applications to place an A-Board/Items on the Highway

Question 1

Fees and Duration of Permission

The application fee is **£25 per item per year**. Applicants wishing to apply for permission to place more than one A-Board/item on the highway will be required to submit an application for each A-Board together with a fee of £25 per item. (There is a general presumption that businesses will only be permitted one A-Board) Permits for the City Centre will run from 1 April to 31 March each year. Please state the type of item: i.e. A-Boards, storm board, planter etc

Questions 2, 3 & 4

Position of A-Board/Item

Where an application is made to place items on the highway, applicants will be required to ensure that a minimum of 1.5 metres is available on the footway for pedestrians from the item(s) placed on the highway to the nearest obstruction and/or carriageway.

It is appropriate in streets where street furniture already exists that items are placed away from the build line and placed near to the curb in line with the street furniture. Where there is an absence of/or minimal street furniture then it may be permissible to place items along the build line, while maintaining a minimum of 1.5 metres clearance from any obstruction(s) and/or where not directly against the build line or existing street furniture. A-Boards should be no more than 1.25 metres in height and 0.66 meters in width. You must specify if the A-Board/Item will be placed directly outside your premises.

Questions 5

Consultation

All applications are subject to public consultation.

A form is attached (Appendix A to the application form) which must be completed and displayed at your business (if the application is for an A-Board/Item directly outside your premises) in a location that is clearly visible to highway users.

If the application is for an item or items that are not directly outside your premises then Licensing Services will need to place a notice(s) in the area to which the application pertains, there will be an additional cost of £7.00 for each such application(s).

The notice must remain in place for a period of no less than 28 days. Failure to comply with this requirement will result in the application being rejected and application fees are non-refundable.

Interested Frontagers

Where an application for an A-Board/item is not directly outside your own business frontage you are required to obtain the written consent of the frontagers with an interest in the application.

Interested frontagers are occupiers of any premises outside which the items applied for would be placed. In the case of items placed directly outside the applicants own business this is not required.

On a traditional road and pavement A-Boards should normally be placed against the build line of the business, while maintaining a minimum of 1.5 metres clearance from any obstruction and/or the carriageway.

Questions 6

Public liability

Public liability is required at £5 million and you are required to confirm you are in possession of this; there is no requirement to submit this with your application, we may request to inspect it at a later date.