



INFRASTRUCTURE

Town Hall, PO Box 50, St Helier, JE4 8PA
Telephone (01534) 811811 Facsimile (01534) 811804

HIGHWAYS (JERSEY) LAW 1956 APPLICATION FOR HOARDING ON THE PUBLIC HIGHWAY

PLEASE COMPLETE FORM CLEARLY USING BLOCK CAPITALS

Applicants' Information

	<u>Hoarding Company</u>	<u>Hoarding User</u>
Contact Name:		
Company:		
Address:		
Daytime Number:		
Emergency Contact Number:		

The undersigned parties understand that any permission granted will cease on the expiry date specified on the licence and the hoarding / hoarding shall be removed by that date. It is also understood that hoarding may be required to be removed before the expiry dated in the event of an emergency arising and that the Highway Authority will not be responsible for any claim resulting from this action.

Signature on behalf of:	Hoarding:	User:
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Site Information

Property Name:					
Road Name:					
Name of road where hoarding will be placed:					
Length of site:		Width of site:			
Hoarding to be placed	<input type="checkbox"/> Footway	<input type="checkbox"/> Carriageway	<input type="checkbox"/> Parking Area	<input type="checkbox"/> Verge	
Purpose of Hoarding:	<input type="checkbox"/> Access	<input type="checkbox"/> Demolition / New Build	<input type="checkbox"/> External Cleaning	<input type="checkbox"/> External Decoration	
	<input type="checkbox"/> Installation	<input type="checkbox"/> for Roofing works	<input type="checkbox"/> to Carry Structural Load	<input type="checkbox"/> Waste Chute	
	<input type="checkbox"/> Other (details):				
Proposed Assembly Date:		Removal Date:			

Note: Permission will cease on the licence's 'end date' and any hoarding must be removed by that date, unless otherwise approved in advance by the Highway Authority. Any application for an extension of time must be made at least 1 working day before the licence's expiry date and will be subject to review and may not be granted.

SITE ASSESSMENT

Delete as

	Applicable
Has the Company's risk assessment been applied to this site?	Yes / No
Will the hoarding be within 100m of a bend in the road or the brow of a hill that is likely to cause poor oncoming vehicle visibility of the hoarding?	Yes / No
Will the hoarding be within 100m of a traffic junction, or pedestrian crossing facility?	Yes / No
Will the width of the road be restricted to less than 2.75m for one way roads or 5.5m for two ways roads during hoarding assembly / disassembly or while it is in situ?	Yes / No
Will any of the hoarding's standards be located either in the road or less than 225mm back from the kerb edge, up to a height of 5.5 metres (18 ft)?	Yes / No
Will the hoarding structure block road user visibility of any traffic signs, traffic signals, street lighting, or a bus stop?	Yes / No
Will the hoarding prevent access to any fire hydrants or utility company manholes or equipment cabinets?	Yes / No
Is there a particular risk of falling materials?	Yes / No

HOARDING ASSEMBLY / DISASSEMBLY

What type of traffic management will be used whilst the hoarding is being assembled / disassembly:

Note: Road closures may require consultation with third-parties, and can incur additional charges.

- Give and Take - Stop / Go Boards - Portable Traffic Lights - Road Closure

Other (details):

Will the footway be closed to pedestrians during hoarding assembly / disassembly? YES / NO (Delete as applicable)

If Yes, please explain how you intend to safely cater for pedestrians:

The Hoarding company will be responsible for ensuring that the hoarding design, construction and maintenance is fit for purpose. The hoarding must comply with NASC Guidance TG20:13 and that the hoarding is assembled, altered and disassembled in accordance with the 'Construction (Jersey) Regulations 1970'.

Application Notes

1. General

Hoarding assembled on the public highway requires a licence, issued under the provisions of the Roads & Events (Jersey Law) 2016. Applications must be made by the hoarding company on the official form, giving the necessary details and signed by both a representative of the hoarding company and the user of the hoarding. Any licences issued may have conditions attached by the Technical & Environmental Services depending on the circumstances.

2. Application Procedure

ALL applications to assemble hoarding on the public highway must be completed in full. These must be submitted a minimum of 5 working days before the intended start date.

3. Approved company list

At the beginning of the year, the company's generic risk assessment, method statement (with regard to ensuring public safety) and a copy of public liability insurance must be submitted to the Town Hall before consideration for permission will be taken on any new applications.

The Company must also provide written evidence to show that all supervisors have achieved the minimum qualification of attendance on the 'Managing Safety in Hoarding' course, or similar, as approved by the 'Jersey Safety Council'.

4. Condition attached to Licence

Conditions will be attached to the licence when issued, under the 'Remarks' section.

5. Extensions to Licences

All licences issued are time specific and expire on the date stated on the licence. If an extension to this time is required beyond this period, a further application will have to be made. The application must be made no later than five working days before the expiry of the current licence.

Hoarding on the public highway without a licence renders the applicant open to a penalty of up to £2,000.

6. Further Information

If you require any further information regarding applying for a licence, or assistance in regard to a licence that has been granted, please contact us as detailed below:

Address:

Infrastructure
Town Hall
PO Box 50
St Helier
Jersey JE4 8PA

Telephone: 811847

Email: Mark.fitzgerald@posh.gov.je