

WOKING BOROUGH COUNCIL

APPLICATION FORM FOR PERMISSION TO  
PLACE BUILDERS MATERIALS ON  
THE PUBLIC HIGHWAY.  
(Highways Act 1980 Section 171(1))



APPLICANTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
POSTCODE: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

OUT OF OFFICE HOURS TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SITE CONTACTOR: \_\_\_\_\_

SITE ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

\_\_\_\_\_  
POSTCODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE NUMBER : \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT NUMBER (out of office hours): \_\_\_\_\_

MATERIALS PLACED ON THE HIGHWAY FROM: \_\_\_\_\_ TO: \_\_\_\_\_ INCLUSIVE

LOCATION WHERE THE MATERIALS ARE TO BE SITED IF NOT OUTSIDE SITE ADDRESS:

ATTACH A DIAGRAM OF THE AREA SHOWING WHERE MATERIALS WILL BE STORED.

Please attach to this application:

1. A copy of Public Liability Insurance for a minimum of £5 million in respect of any one incident
2. A cheque payable to "Woking Borough Council" for the cost licence fee of £84 per 28 day period and the refundable deposit
3. Diagram of the layout and dimensions

I have read and agree to comply with the conditions overleaf:

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For Authority Use Only:

Date received:

Reference No:

Please send your completed application form with your attached documents and payment to:

Please send your completed application form with your attached documents and payment to:  
e-mail: [Town.Centre@woking.gov.uk](mailto:Town.Centre@woking.gov.uk) post: **Engineering Team**, Woking Borough Council, Civic Offices, Gloucester Square,  
Woking, Surrey, GU21 6YL

This application should be completed and sent to Woking Borough Council so it is received at least seven days before the date on which the materials are to be deposited.



## WOKING BOROUGH COUNCIL

APPLICATION FORM FOR PERMISSION TO  
PLACE BUILDERS MATERIALS ON  
THE PUBLIC HIGHWAY.  
(Highways Act 1980 Section 171(1))



### WOKING BOROUGH COUNCIL CONDITIONS OF PERMISSION

1. The licensee must have Public Liability Insurance for a minimum of £5 million in respect of any one incident.
2. All loading and unloading restrictions must be observed.
3. Gullies and drains immediately adjacent to the kerb must be kept clear at all times.
4. The licensed materials shall be protected as defined in Chapter 8 of the Traffic Signals Manual 2002. During the hours of darkness, in poor daytime visibility and bad weather, yellow lamps must be placed to indicate the area of the site.
5. Alternative and safe passage for pedestrians must be maintained at all times.
6. The deposit of flammable, explosive, putrescible, noxious or offensive matter is not permitted.
7. Materials must remain within the specified area at all times as per plan provided. Any slippage or spillage should be cleaned.
8. A licence will be issued for a maximum of 28 days. This may be renewed for a further fee, at least three working days notice should be given.
9. It is the responsibility of the licensee to ensure that residents in the immediate vicinity should have continuous access to their premises.
10. The site must be cleared of all detritus (unused materials etc.) on expiry of the licence.
11. The licensee will be responsible for any damage caused to surface covers, underground services, pipes or the like.
12. The Highway Authority will recover any costs in the event of any damage to the highway.
13. A refundable deposit is payable on issue of the licence. This deposit is to protect against potential damage to the public highway caused by the building material.

Note: Wherever possible builder's materials should be placed on private land

This application should be completed and sent to Woking Borough Council so it is received at least seven days before the date on which the materials are to be deposited.



## WOKING BOROUGH COUNCIL

APPLICATION FORM FOR PERMISSION TO  
PLACE BUILDERS MATERIALS ON  
THE PUBLIC HIGHWAY.  
(Highways Act 1980 Section 171(1))



PLAN SHOWING THE DIMENSIONS OF THE MATERIALS STORED ON THE HIGHWAY.

This application should be completed and sent to Woking Borough Council so it is received at least seven days before the date on which the materials are to be deposited.