

## **Terms and Conditions**

The applicant must ensure the following criteria are met:

1. The safety of the general public is the primary consideration at all times.
2. Payment should be included with your application. Alternatively provide your contact details with the application so that we can contact you to take debit/credit card payment by phone. We will not process your application until you make your payment.
3. You must have in place public liability insurance to a value of £5m that includes the public highway.
4. The materials must be protected by means of barriers and adequately lit during the hours of darkness in accordance with the Safety at Street works and Roadworks code of practice.
5. The materials are sited as directed on the licence.
6. Ensure that care and attention are paid to public safety when depositing materials on the highway and make sure the public are excluded from the work area, and free passage is maintained.
7. The highway in the vicinity of the materials is kept clean and clear of any obstruction at all times.
8. The materials are removed on or before the expiry date of the licence, unless the council has granted an extension.
9. Harrow Council is indemnified against any third-party claim arising from your presence on the highway.
10. Comply with any special requirements that the council or Environmental Compliance Officer may deem necessary.
11. Date stamped photographs are to be taken of the highway where the materials are located before and after the materials are placed on the highway. This is to ensure that no damage is caused to the highway by the placement of the materials. The photographs should be sent to the council within 7 days after the materials are removed from the highway.
12. Refunds will only be made upon the council receiving a written request and a copy of the photographs taken in condition 12, failure to do this will result in refunds being withheld.
13. The surfacing of the carriageway (tarmac layer) must be protected by means of plywood or by other sources so that consequential damage will not occur. Please note any additional special conditions attached to the licence, subject to a site meeting.

## **Notes for applicants:**

1. Inspections are carried out periodically both in and out of normal working hours. Persons found not to be complying with the conditions of any license maybe subject to possible legal action.

2. The license is valid for the period stated. Application for renewal must be received at least 7 working days before the expiry of the existing licence. If payment is not received before the licence expires a retrospective licence fee will be charged.

3. Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. Officers will exercise discretion to apply the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or there is a genuine emergency.