



Network Management  
West Offices, Station Rise  
York, YO1 6GA

Application  
number:  
(office use)

Tel: 01904 551475

Email: [highway.regulation@york.gov.uk](mailto:highway.regulation@york.gov.uk)

# APPLICATION FOR A HOARDING LICENCE

**Please note:** You are required to have a licence to put hoarding on any part of the highway within the jurisdiction of the City of York Council. All applications for a licence must be made on this form at least **five** working days beforehand.

*The licence will be sent to the applicant within three working days of receipt.*

**1**

## Applicant details

Name and address:

Post code:

Telephone number:

Email address:

**2**

Address/location where hoarding is to be erected:

**4**

**For this location state:**

width of footway

width of verge (if any)

width of carriageway

Is it a bus route?

Is it a footstreet?

\* delete to suit

metres

metres

metres

Yes / No \*

Yes / No \*

**5**

**State proposed area dimensions:**

length

width

height

metres

metres

metres

**Please turn over**

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**6****State the measures intended for traffic and pedestrian safety:**

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**7****State reasons for hoarding:**

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**8****Start date:**

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**9****Duration:**

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**10****Payment:**

- The fee for the licence is £193 for the initial consent and 28 days permission, then an additional fee of £98 for each 28 day extension or part thereof – this charge is not subject to VAT.
  - An invoice for the fee will be raised at the end of the calendar month within which the start date for the licence falls.
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**11****Declaration**

I confirm to my best knowledge and belief, the information given above is correct and accurate, and as such will be used by City of York Council in conditioning any licence they issue. It will be my/our responsibility to make any scheme amendments required by council officers based on later inspections which shows the above information to be incorrect.

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**Signature of applicant:**

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**Name (please print):**

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**Date:**

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