

Hoarding licence terms and conditions

1. A laminated copy of the hoarding licence (or subsequent renewal) shall be displayed prominently at the site, together with emergency contact details, so it can be seen safely by the public, whilst the hoarding is on the public highway.
2. Any activity associated with the licence must not violate the terms of the agreed planning consent. Any violation may lead to the revocation of the licence.
3. The hoarding shall not be left on the public highway unlicensed.
4. The hoarding must be electrically lit between half an hour after sunset and half an hour before sunrise. Lights must be set at 3 metre intervals or as otherwise agreed by Croydon Council.
5. If any public utility apparatus is affected by the position of the hoarding, the licensee must give prior notice to the relevant statutory companies and other bodies
6. All traffic and pedestrian management is to be set up in accordance with the Safety at Street Works and Road Works Code of Practice unless otherwise directed by a condition of the licence.
7. The licensee is NOT permitted to drill through the public highway to place support poles for the hoarding without prior authorisation and advance payment for the cost of repair. Only council approved contractors are authorised to make repairs to the public highway.
8. Concrete block supports for hoardings must be agreed with the council prior to a licence being issued. The weight of these blocks must not damage the surface of the public highway
9. The licensee shall ensure all personnel working on site operations associated with the hoarding and conveyor are competent and efficient and take all the relevant and necessary safety precautions.
10. Where spoil is being removed from a property, via a conveyor overhanging the footway, into a skip on the road, the licensee shall ensure the entire conveyor and skip is completely enclosed to fully contain the spoil and prevent it falling onto pedestrians, vehicles or the footway. A minimum 2.6 metre headroom should be provided under any hoarding overhanging the footway.
11. High-visibility red and white, or black and yellow, tape must be attached to the lower edges of any hoardings overhanging the footway and any vertical corner edges.

12. A hoarding must have marker lights attached to warn motorists and pedestrians during the hours of darkness. Red marker lights must be fixed to any hoarding corners adjacent to moving traffic, and repeated at 3 metre intervals along the length of the hoarding if it extends to that length. White lights must be used to illuminate any public footways, especially under any overhanging conveyor hoardings.
13. A council inspector can request to see any hoarding lights working.
14. Any baulk timbers used to protect a hoarding structure on a public carriageway must display red marker lights at 2.5 to 3 metre intervals along their length, plus at any corners or ends of these bulk timbers.
15. The licensee shall ensure the public footway is not closed off to pedestrians without prior authorisation for a footway closure from the council.
16. Where a footway closure is required to facilitate the works or it is necessary to close it temporarily for erecting the hoarding and conveyor, a pedestrian and traffic management plan shall be agreed in writing, in advance, with the council to safely divert pedestrians and/or traffic.
17. The licensee is responsible for providing a pedestrian and traffic management plan to include the signing and guarding of the site, in accordance with the Safety at Street Works and Road Works Code of Practice.
18. The licensee is responsible for the suspension of any parking bays and for providing all banksmen, signage, barriers, ramps etc. as agreed in the traffic management plan. These items shall be checked and secured in the correct position each morning prior to commencing work.
19. Permission for hoarding does not extend to the parking of vehicles or loading or unloading of materials. The licensee shall ensure all parking, loading and waiting restrictions are adhered to.
20. Boards, drills or associated fittings are not to be stored on the highway during erecting and dismantling the hoarding. No tools, wires or other items are to be left lying on the public highway at any time.
21. Where planning permission, building control approval or any other consent is required for the proposed works, the relevant authorisation shall be in place prior to requesting a licence and placing a hoarding and conveyor on site.
22. The hoarding licence does not include welfare units, site huts or temporary toilets. These items require separate licence approvals.

23. The hoarding must not obstruct access to any inspection covers in the public highway, or any lamp columns or traffic signs.
24. The hoarding should be painted in a uniform colour. Unpainted wooden panels are not permitted. Advertising graphics are not permitted under these licence terms and conditions, but may be allowed under a separate advertising planning consent.
25. The licensee shall undertake the erection of the hoarding in off peak hours i.e. early morning, at night or at weekends, subject to the approval of environmental protection officers. This is very important where the location is within a town centre, or a busy pedestrian area. In quiet streets, the times may be negotiated. In ALL cases, the times of erecting the hoarding and conveyor shall be agreed in advance with the licence team.
26. The licensee shall ensure the public footway is NOT closed off to pedestrians without prior authorisation for a footway closure from the council. The public footway must then be kept clear for pedestrians to pass in safety. A minimum 1.2 metre clearance is required and 1.5 metres in areas of high footfall.
27. No doors are permitted to open outwards onto the public highway.
28. The hoarding company name and contact details shall be clearly displayed on the structure at all times. The site manager's contact details should be displayed, as required by CDM Building Regulations, where it can be clearly seen.
29. A hoarding should not be constructed to be a container for loose building materials or waste materials. This should be managed by applying for a skip licence in addition to a hoarding licence if it is to be enclosed.
30. Where scaffold poles are used on the public highway as part of a hoarding structure, these poles must be covered with yellow foam sleeving and completely covered in red and white, or black and yellow, high visibility tape.
31. The hoarding must be constructed of smooth, close-boarded timber to a height of not less than 2.44 metres (8 feet), unless otherwise agreed, and maintained thereafter to the satisfaction of Croydon council.
32. A council inspector has the right at any time to inspect inside a hoarding structure.
33. The cost of repairing any damage including cleaning or removing any stains on the highway caused by the licence activities will be recovered from the licensee.

34. The hoarding must be painted in a uniform colour and no murals, company logos, advertising or alternative decoration may be used without the prior agreement of Croydon Council. In addition, the licensee must ensure that any flyposting material or graffiti is immediately removed from the structure.
35. If any public utility apparatus is affected by the position of the hoarding, the licensee must give prior notice to the relevant statutory companies and other bodies.
36. The hoarding must be electrically lit between half an hour after sunset and half an hour before sunrise. Lights must be set at 3 metre intervals or as otherwise agreed by Croydon Council.
37. The licensee must comply with any reasonable direction or instruction given by the council.
38. Access points in the hoarding must not open outwards over the public highway.
39. The hoarding must be splayed at all vehicular and pedestrian access points so as to preserve adequate sight lines.
40. The signatory of the application is the person accepting responsibility for the compliance of all conditions and regulations associated with placing hoarding on the highway.
41. The approved structure shall be removed on completion of the works or on expiry of the licence, whichever is sooner.
42. Upon completion of the works, the licensee must notify Croydon Council to enable an assessment of the condition of the highway and reinstatement work to be carried out. All costs incurred by Croydon Council in making good the highway shall be at the expense of the licensee.
43. The licensee must indemnify Croydon Council against all actions, claims and costs arising or following in any way from the activities proposed on, or adjacent to the public highway. A copy of the licensee's public liability insurance document must be submitted to Croydon Council.

If you require an extension to this licence, a new application and licence fee must be lodged with Croydon Council within 7 clear days before the expiry date.