

Hartlepool Borough Council

Permit to Undertake Works From or Store Materials on the Public Highway

Terms and Conditions

Part 9 of the Highways Act 1980 make it an offence to obstruct or interfere with the public highway in any manner either by; working on, or from, the public highway and/or depositing materials on the highway without the Councils permission.

Highway, by definition, includes footpath, verge, carriageway and any other land owned by the Council and maintained at public expense.

Permission is required from the Hartlepool Borough Councils Highways Licensing Division to undertake any of the above activities and a permit will be issued for the respective activity.

The following applies to all activities undertaken on the public highway and/or other Council lands.

1. All works/activities must be undertaken through to completion without undue delay and with full consideration for the public.
(Public includes pedestrian and vehicular traffic, with particular attention and consideration for disabled persons)
2. Under no circumstances should the highway be interfered with or damaged. Materials i.e. concrete are not to be mixed on the highway unless mixed on a protective membrane or board.
3. On completion of works/activity all materials and equipment are to be removed from the highway and the highway returned to its original condition.
4. Any damaged to the highway will be rectified by the Council and costs will be recharged to the contractor/home owner who carried out the initial works.
5. The contractor will indemnify the Highway Authority in respect of all claims made as a result of the carrying out of the works/activities or storage of materials on the highway
6. All materials store on the highway must be removed before the hours of darkness; alternatively, with the Councils permission materials may be left during the hours of darkness but must be protected by highway reflective barriers.
(Seek advice, and permission, from Hartlepool Borough Council's Licensing Officer)

Cont.

7. Materials deposited on the highway without a valid permit will be removed by the Council and cost of removal will be recharged to the contractor/property owner responsible for depositing the materials.
8. The Council may stipulate specific conditions when persons are undertaking works/activities or storing materials on the highway, these conditions must be adhered to.
9. A none-refundable fee will be charged for the issue of a permit, a permit is valid for a 'reasonable' duration to complete the works, activity or storage. Extended periods may result in additional fees.
10. Under no circumstances is the integrity of the highway to be compromised. No excavation or alterations are to be made to the highway without the relevant licence. A highway permit to undertake works/ activities or storage is not a permit to excavate in or on the highway.
11. The Council do have the powers to refuse a permit.
12. Please complete return **Part 1** only of the document.

The public highway, as defined above, is for the purpose and use of the general public both vehicular and pedestrian traffic. The public have a right to travel on the highway without obstruction and/or interference. All activities on the highway result in some degree of disruption and disruption is to be kept to the absolute minimum. All works and activities undertaken on or from the highway must be carried out completed as efficiently as possible.

At all time's consideration must to be given to the general public both in access to the highway and for their safety. If the Council witness any activity they consider to be unsafe or detrimental to the public, the Council can insist the activity cease and obstructions removed immediately.

IF IN DOUBT ABOUT ANY OF THE ABOVE TERMS AND CONDITIONS
CONTACT THE HIGHWAYS LICENSING OFFICER

Contact:

By Telephone: [01429 284072](tel:01429284072)
[01429 284141](tel:01429284141)

By Email: highwaylicensing@hartlepool.gov.uk

By Post: [f.a.o. Alan Shield](#)
[Hartlepool Borough Council](#)
[Level 4 Civic Centre](#)
[Hartlepool](#)
[TS24 8AY](#)

Application to Undertake Works From or Storage On the Public Highway

Date of Application Licence Number

Applicants Name:

Address of Property:

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Postcode: Telephone Number:

Contractor Undertaking Works:

Address:

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Postcode: Telephone Number:

Insurance Details:

Please complete specific activity

Activity	Check (Tick box)	Description
Working from the Highway	£75.00	
Other Activity (Please state)	On Application	

Date From	Date To	Additional Comments

Applicants Signature

Date:

To be completed by the Council

Hartlepool Borough Council

(Licence Under part 9 of the Highways Act 1980)

Licence to Undertake Works From or Storage on the Public Highway

Date of Application Licence Number

Applicants Name:

Address of Property:

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Postcode: Telephone Number:

Contractor Undertaking Works:

Address:

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Postcode: Telephone Number:

Insurance Details:

CHECK LIST

Activity	Check (Tick box)	Description
Working from the Highway		
Materials Storage on the Highway		
Other Activity (Please state)		

Additional Comments

Signed On Behalf of the Council:

Date: