

Application to Place an A Board on the Public Highway

This form can be used to apply for 1 Year A Board Licence. Once completed please send to The Licensing Team, Community Protection (Regulation), 8th Floor, 2 Bristol Avenue, Colindale, London, NW9 4EW

Applicants Details					
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname		First names			
I am 18 years old or over <input type="checkbox"/>				Please tick yes	
Current postal address					
Post Town		Postcode			
Daytime contact telephone number					
Mobile Number					
E-mail address					

Premises Details			
Name of Business			
Address of Business			
Post Town		Postcode	
Premises Telephone Number			

Please specify the number of A Boards that you wish to have on the Public Highway	
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The below information/documentation needs to be sent to the Licnesing Team with your completed application form and fee.

Please note that if you have not provided the necessary documents then your application will not be granted.

• Evidence of PUBLIC LIABILITY INSURANCE in respect of anything to be done pursuant to the licence as the authority may require	
• A location sketch showing the proposed placement of the A Board on the public highway if not to scale, with measurements clearly shown	
• A photo of the A Board that you wish to place on the Public Highway	
• Application Fee of £100 (per A Board)	

Please indicate here how you will be paying for your application

I will be paying by cheque or postal order made payable to London Borough of Barnet	
I would like a member of the Licensing Team to call me to take a card payment over the phone	

Declaration

I, the undersigned, understand and agree that:

- (1) No A board can be placed on the public highway until an 'Application for permission to place an A Board on the Public Highway' has been granted.
- (2) Any damage to the public highway resulting from the placing of an authorised A Board that requires repairs to be carried out by the council, will be charged to, and paid for in full by the permission holder.
- (3) Public liability insurance covering a minimum of £2million shall be in place for the premises. This **Public Liability** Insurance must cover for the period in which I occupy the public highway as required in the conditions.
- (4) Should my application be granted then I must pay the £40 (per A Board) issuing fee before I can display my A Board(s).

I (the applicant) confirm that the above details are correct and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the London Borough of Barnet. I also acknowledge the need for me to pay the prescribed fees that are imposed by the London Borough of Barnet.

Signed		Print Name	
		Date	