

## APPLICATION FOR A HIGHWAY LICENCE FOR AN ADVERTISING BOARD THE HIGHWAYS ACT 1986, SECTION 78

Douglas Borough Council will consider applications by businesses wishing to place advertising 'A' boards in pedestrian areas on the public highway in the capital. If you propose to display an 'A' board as part of a pavement café, please include it in your pavement café application. Applications will only be approved if they comply with the following policy which has been approved by both the Council and the Department of Infrastructure;

1. Only one 'A' board will be allowed per premises. Where there are multiple occupants in one building or in close proximity on a street, where appropriate, they are required to combine their 'A' boards to ensure that there are not excessive numbers of 'A' boards in any one location.
2. 'A' boards include all advertising boards, stands, displays, including 'A' frame boards within the following size range; 1,000mm and 1,200mm high, 300mm to 1,200mm wide by a maximum of 600mm deep.
3. No board is to be placed such that it protrudes beyond a point 1000mm from the frontage of the premise; any advertising board should always be positioned so that it touches the wall of the related property. No advertising board should be placed at the edge of the footway.
4. No board will be hand-written (except blackboards), or painted or printed in a style appearing to be hand-written. Blackboards must have a non-handwritten header or surround showing the establishment to which it belongs.
5. All licensed boards are to be maintained in a clean and tidy fashion.
6. The applicant will indemnify Douglas Borough Council against any claims for loss, injury or damage resulting from the placement of the 'A' board on the highway. The operator will also be obliged to demonstrate that the 'A' board is suitably insured for third party liability.
7. All 'A' boards are to be removed from the highway outside of the hours of operation of the business.
8. Douglas Borough Council, the Department of Infrastructure and statutory undertakers retain a right to undertake work on, over and under the highway and the grant of a highway licence does not affect this right. No claims for loss of revenue resulting from such works will be considered.
9. A minimum unobstructed width of 2 metres must be maintained between the upstand of the kerb (or any existing street furniture) and the 'A' board to allow the free passage of pedestrians. In pedestrianised areas where emergency access is required, an absolute minimum clear width of 4 metres will be required.
10. Douglas Borough Council reserves the right to refuse applications or apply additional conditions due to the specific circumstances of the site and setting of the applicant's premises.
11. The Department of Infrastructure reserves the right to check each licence (by Planning and Highways Authorities within the Department) prior to it being issued and to refuse any license.
12. In the event that the application is refused, the applicant has the right to ask Douglas Borough Council to appeal in writing to the Department of Infrastructure, Local Government Unit within twenty-eight days of the refusal. Appeals will be referred to the Minister for Infrastructure to determine. Once a decision has been made on the appeal, then there is no further right of appeal, however the applicant may re-apply after twenty-four months have elapsed or if there is a material change in circumstances.
13. The Department of Infrastructure reserves the right to remove an obstruction on the highway.

## APPLICATION FOR A HIGHWAY LICENCE FOR AN ADVERTISING BOARD

PLEASE COMPLETE IN TYPE OR BLOCK CAPITALS

### 1. Applicant and Contact Details;

Name of applicant  
(proposed licensee)

Position within company  
(if applicable)

Company  
(if applicable)

Address  
(for correspondence  
if different from address  
where board will be  
sited)

Telephone number

Email

Contact name  
at premises

Telephone no.  
at premises

### 2. Premises Where Advertisement Board will be Sited;

Full address  
(including postcode)

How big will your board be?

Height

 cm

Width

 cm

Length (front to back)

 cm

Please include a photograph or drawing of your board.

Please include either a site map showing the location of your board or a photograph of your board in its intended location.

### 3. Fee

The fee for applications for advertising boards is £110. Advertising board licences will run for a period of three years from the date of issue.

### 4. Please send 2 copies of this form along with either a fully dimensioned photograph or drawing of the advertising board together with a site plan showing the location of the board or a photograph of the board in its intended location to:

The Assistant Town Clerk  
Douglas Borough Council  
P.O. Box 2  
Town Hall  
Ridgeway Street  
Douglas  
Isle of Man  
IM99 1AD

All applications will be dealt with in accordance with the procedures set out in section 78 of the Highways Act 1986. This involves Douglas Borough Council undertaking formal consultation with statutory undertakers and the Department of Infrastructure. The Council must also advertise your application in the local press and allow 28 days for any public objections to be received prior to making a decision. You will also be obliged to display a site notice advertising the application in the relevant premises during this period.

### 5. Declaration

To the best of my knowledge and belief all the information given in this application is true and the documents provided are accurate.

I enclose 2 copies of the application and photographs.

I enclose 2 copies of a site plan or photograph of the board in position.

I enclose payment.

Signature of applicant

Dated