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This pack provides information on how to apply for permission to occupy the highway with a structure or cable protectors

**HIGHWAYS OCCUPATION**

**LICENCE APPLICATION**

**2019/ 2020**

**ISLINGTON FILM OFFICE**

Please complete and email to your FilmApp reviewer. If approved, **Islington Film Office** pay for the licence and will invoice you along with any other billable costs. Islington Film Office will submit your form within two working days of receipt.

**Once payment is made no refund of the fees can be returned if licence is cancelled by the production company. No admin fee can be returned once the licence is issued.**

**Why You Need A Licence**

The aim of licensing is to balance the needs of businesses and residents with the public expectation of an unobstructed footway. We have provided this pack to help you make your application.

Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation including, Highways Act 1980, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004 and Equalities Act 2010.

**The Application Process**

In order to process the licence and ensure the co-ordination of works you will need to apply at least **4 weeks** in advance (for shorter lead in times, please contact your FilmApp reviewer).

Failure to enclose the correct documentation could delay the process. We are obliged by legislation to consult interested parties and give members of the public and other council officers the opportunity to comment. This application does not automatically grant permission.

**What You Have To Do?**

On return of an application, a site visit may be arranged in order for Inspectors to assess the footway, advise you of what is appropriate and guide you through the application process.

**What you have to send back to us**

Please find enclosed our streetworks highways occupation licence application. In order to process your licence, you need to enclose the following:

1. Completed crane application form
2. Exact proposed location of the occupation on a scale drawing indicating the dimensions of the object or Cable protectors, width of pavement and proximity to the kerb
3. Specification of the item(s) proposed to use
4. Parking suspension details – this will be supplied by Islington Film Office (if applicable)
5. Pedestrian management plan (if applicable)
6. Public Liability Insurance (**£5 million** or above**. £10 million** may be required for larger structures)

The current management fee is **£560.00**. Each application will be reviewed and the of level of fees agreed before the licence is issued.

**The council may request a deposit which will be held during the licence period and only returned following a post event inspection to confirm no damage to the Highway. If approved online payment instructions will be emailed to the applicant.**

**\*\*\*Location Managers - please do not amend any fields already filled out\*\*\***

**Highways Occupation Site and Applicant Details Request Form**

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| **Name of Applicant**  |  **FilmFixer Ltd (t/a Islington Film Office)** |

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| **Address of Applicant**  | **Unit C, 57-59 Great Suffolk Street, Southwark, London, SE1 0BB** |

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| **Telephone No.** **Mobile** **24hour contact if the structure is remaining overnight** **Email**  |  **020 7620 0391****07919 002 115****info@islingtonfilmoffice.co.uk** |

 **Site Details:**

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| --- | --- |
| Production company name |  |

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| --- | --- |
| **Site Location / Address** |  |

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| **Reason for Occupation** | **Filming / photography activities** |
| **Size of Structure /** **Cable Protector** |  |
| **Footway or Carriageway**  |  |

**Required Licence Dates**

**Start Date End Date**

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**Agreement of Licence Fees and Deposits:**

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| **Deposit (if applicable)** Any damage to the public highway caused by the works of the licence will be repaired by the council and full costs will be taken from the deposit. I agree to pay the full costs for any damage on the public highway. If no deposit is requested at time of application the undersigned agrees to pay for any remedial works due to Highways damage of the plant.**Licence Fee**I agree to pay the cost of the licence fee. **Signature of applicant:****Date:** |

**Agreement Of Ownership of a Public Liability Insurance document**

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| I agree that I hold a Public liability insurance policy for the said amount of **£5** / **£10 million** and that will cover for the period in which I occupy the public highway as required in the conditions. **Signature of applicant:****Date:** |

**Declaration of Application**

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| I confirm that the licensee has permission from the freeholder of the property to place the temporary structure outside of the said site address. I confirm that the information given on the application is correct and acknowledge that the works must be conducted in accordance with the legislative acts and health and safety requirements. You will adhere to codes of practice, together with the application and licence conditions imposed by the Street AuthorityI also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority. **Signature of applicant: Print Name:** **Date:** |