

**APPLICATION FOR A LICENCE TO PLACE  
BUILDING MATERIALS ON THE PUBLIC HIGHWAY**

Please complete form and return it to: [info@islandroads.com](mailto:info@islandroads.com)

<b>APPLICANT DETAILS</b>
Name:..... Address:..... ..... ..... ..... Post Code: ..... Office Tel No: ..... Out of Office Hours Tel No: .....
<b>Location</b> Give precise location where the building materials will be placed (i.e. Number/Name of Property and Road/Street/Town) ..... ..... .....
<b>Insurance</b> Name of Insurance Company: ..... Policy Number: .....
<b>Period of Licence</b> – Give dates on which the licence is to start and finish; From: ..... To:.....(inclusive) <b>A notice of 10 clear working days must be</b> given with allowance for weekends and public holidays. Payment of £..... ( <b>£33.25 per week/part week</b> ) has been made by cheque to Ringway Island Roads Ltd of by BACS (Sort Code: 23-63-91, Account number: 19016368). Pre-payment does not authorise approval of a licence. Any application declined will be refunded in fee paid.
<b>Declaration:</b> - I hereby apply for permission to place building materials on the public highway as described in the conditions, which I have read and accept.  Signature: ..... Date: .....
<b>DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY</b>
<p align="center"><b>LICENCE</b> (to be completed by Island Roads)</p> DOES THIS CONFLICT WITH ANY APPROVED ROAD AND STREET WORKS? Y / N No: R2590/ / has / has not been granted for the placing of building materials on the highway at the above location for the period shown, subject to ..... ..... ..... Signature: ..... Date: .....