
Terms and conditions of Licence for an item placed on the Public Highway in accordance with the Highways Act 1980 and London Local Authorities Acts.

1. When placing any item on the public highway, a minimum footpath width of 1.2m for public access must be maintained.
2. Any item placed on the public highway or road must be illuminated in the most suitable manner for the structure, for example by the use of lights for skips and reflective surfaces for portacabins.
3. The Licencee must alert and protect users of the public highway to any potential dangers, for example, by covering scaffolding poles in brightly coloured protective foam or placing barriers around a work area.
4. It is the responsibility of the Licencee to ensure that all licenced items are kept free from graffiti and/or flyposting at all times.
5. It is the responsibility of the Licencee to submit photographic evidence of the current condition of the pavement or road surface on which the licenced item is to be placed, installed or erected.
6. At the end of your licence, the Licencee needs to ensure that any paving or road surface that has been damaged is re-instated to similar or better quality than it was at the beginning of the licence issue date and provide photos to that effect.
7. A copy of the licence and emergency contact numbers must be placed clearly on the licenced item.
8. It is the Licencee's responsibility to ensure sufficient public liability insurance is in place. The council will not be held responsible for any damage, nuisance or accident caused by the licenced item.
9. If the council receive a complaint about the licenced item, which requires a visit by an authorised officer and the complaint is upheld, a fee of £60 for the call out will be incurred.
10. It is the responsibility of the Licencee to contact us if your licence needs renewing or extending.
11. If the licence is found to have expired during a routine inspection of the licenced item, the Licencee will be charged a £60 administrative fee for the cost of inspection, plus the expected fee for the period of required relicencing and may also be subject to a fine.
12. If any extension of your licence is required, it must be renewed on or before the licence expiry date.
13. It is the Licencee's responsibility to check with the councils Highways and Infrastructure Team to identify whether a traffic management order is required. Road closures can take up to 8 weeks to approve. Please check well in advance of your licence application date by e-mailing transportation@brent.gov.uk
14. It is the Licencee's responsibility to check with the councils Parking Enforcement Team if a parking bay suspension is needed, by e-mailing parkingsuspensions@brent.gov.uk
15. When removing licenced items from the public highway, it is the Licencee's responsibility to remove all waste, tools and materials and to ensure that the land is restored to an acceptable and clean condition.
16. The council reserves the right to remove any unlicenced, dangerous, defective or nuisance causing materials from the public highway, to store those items for 14 days and to charge for their storage and return. Should items not be claimed after 14 days, the council then reserves the right to dispose of those items and charge for their disposal.
17. The council reserves the right to revoke or amend this licence at any time.
18. It is the responsibility of the Licencee to ensure the application made is for a valid location within the London Borough of Brent. The council reserve the right to charge an administrative fee of £60 for refunding any monies in relation to applications made for works not within the borough.