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<b>GLAF</b>	<b>02</b>



## Appendix P – General Licence Application Form (GLAF)

### Application for a Licence to Cover an Activity on Communal (GHVDC) Land not covered by BMAF/HLAF Forms

You should use this form to request a licence from GHVDC to undertake activities anywhere on the development, including your plot prior to legal completion. For example, a site survey. Normally, a completed WARF form (Appendix D) will be required to support this application.

Submission of this form is not authorisation in and of itself. You must receive a response from GHVDC before proceeding. An additional bond may be required.

All Licenses are granted subject to the General Conditions stated in this form and any Special Conditions contained in the licence. Commencing work is acceptance of all conditions.

Submit the completed form to your Development Liaison Manager and [Notifications@gravenhill.co.uk](mailto:Notifications@gravenhill.co.uk) as soon as possible and no later than 5 working days before the desired date. Note that land may not always be within GHVDC's control and may require submission of an application to third parties whose timescales may be longer. GHVDC recommend that you make enquiries as to ownership of the proposed land well in advance.

<b>A</b>	<b>Applicant Details</b>	
<b>1</b>	<b>Plot Number and Postal Address:</b>	
<b>2</b>	<b>Contact Person:</b>	
	<b>Phone Number:</b>	
	<b>Email Address:</b>	
<b>B</b>	<b>Details and Location of Proposed Activity</b>	
<b>3</b>	<b>Details of Proposed Activity:</b>	
	<b>Proposed Location (to include relevant plot numbers):</b>	



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<b>4</b>	<b>Dates Required:</b>	<i>From:</i>		<i>To:</i>	
<b>C</b>	<b>Fees</b>				
<b>5</b>	<b>Licence Fee:</b>	<i>£100 plus VAT (this includes licence fee and admin fee)</i>			
<b>6</b>	<b>Refundable Bond Fee:</b>	<i>£100 per m2 of communal land occupied</i>			
		<i>Fee to be paid (VAT Zero rated):</i>  <i>£100x</i> <i>.....M2</i>	<i>Total Bond fee:</i>		
<b>7</b>	<b>Payment Method:</b>	<i>Bank Transfer</i>	Account Name: Graven Hill Village Development Company Bank Name – Nat West Bank Sort Code: 60-01-35 Account Number: 53150724 IBAN: GB94NWBK60013553150724 BIC: NWBKGB2L		
	<b>Total Fees to be Paid:</b>	<i>Yes / No</i>			
	<b>Licence Fee+ Bond Fee</b>	<b>£100+.....</b>	<i>Cheque</i>  <i>Yes/ No</i>	Payable to: Graven Hill Village Development Company	
<b>8</b>	<b>Any Additional Comments by Applicant:</b>				
<b>9</b>	<b>Signature:</b>				
<b>10</b>	<b>Print Name:</b>				
<b>11</b>	<b>Date:</b>				



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## 1.0 GLAF Standard Licence Conditions:

- 1.1 Applicant is responsible for any and all loss or damage that may be caused by their activities, or omissions, to any person (natural or legal, including GHVDC) or animal during the licence.
- 1.2 No activity or activities other than those specified in the licence application may be undertaken without express written GHVDC consent and must be carried out in accordance with the conditions contained in any approved WARF form and method statements submitted (and approved) in support of the licence application.
- 1.3 GHVDC or its agents may require access to any or all of the land subject to the licence. In that event as much notice as possible will be given. Free unencumbered access will be given by applicant or those instructed by applicant at all times.
- 1.4 GHVDC may due to circumstances require to withdraw, shorten or place other conditions on the licence after it has been granted. As much notice as possible will be given. The applicant will comply with any alteration without delay, or alternatively cancel the licence and remove immediately from the land. In the event of cancellation/shortening of the licence a pro-rata refund of the fee will be made. If after 24 hours (or such shorter time as deemed necessary in urgent circumstances), equipment or materials are not removed, GHVDC or its agents may remove it/them and any costs, including future storage, will be recoverable from the applicant. No liability rests on GHVDC for any loss or inconvenience occasioned by the exercise of any rights under this condition.
- 1.5 All costs associated with in a legal manner placing and removing equipment or materials from the licence area are solely the applicant's, including in the event condition 1.4 is exercised. If the licence expires without agreement on an extension GHVDC may remove them in the manner specified in condition 1.4. In the event equipment or materials require to be removed in exercise of this or condition 1.4 and remain in storage GHVDC may after 30 days from termination of licence and on 5 days' notice to applicant's last known email address dispose of such items.

