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Appendix K – Hoarding Licence Application Form (HIAF)

Application for a Licence to place Hoarding on Communal (GHVDC) Land

You should use this form to notify GHVDC of your request to deposit any materials anywhere on the development other than within your plot.

Submission of this form is not authorisation in and of itself. You must receive a response from GHVDC before proceeding.

Submit the completed form to: Notifications@gravenhill.co.uk no later than 28 working days before the intended deposition. Note that land may not always be within GHVDC's control and may require submission of an application to the Local Highways authority whose timescales may be longer. GHVDC recommend that you make enquiries as to ownership of the proposed land well in advance.

A	Applicant Details				
1	Plot Number and Postal Address:				
2	Contact Person:				
	Phone Number:				
	Email Address:				
B	Location of Hoarding				
3	Proposed Location: (to include relevant plot numbers) Provide accompanying plan to advise location				
4	Dates Required:	<i>From:</i>		<i>To:</i>	



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C	Fees		
5	Licence Fee:	<i>£100 plus VAT (this includes licence fee and admin fee)</i>	
6	Refundable Bond Fee:	<i>£100 per m2 of communal land occupied</i>	
		<i>Fee to be paid (VAT Zero rated):</i> <i>£100x.....M2</i>	<i>Total Bond Fee:</i>
7	Payment Method:	<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
	Total Fees to be Paid:	<i>Yes / No</i>	
	Licence Fee+ Bond Fee =	£100+.....	<i>Cheque</i> <i>Yes/ No</i>
8	Any Additional Comments by Applicant:		
9	Signature:		
10	Print Name:		
11	Date:		



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1.0 HLAF Standard Licence Conditions

- 1.1 Applicant is responsible for any and all loss or damage that may be caused to any person (natural or legal, including GHVDC) or animal during the licence.
- 1.2 No materials other than those specified in the application may be stored without express written GHVDC consent.
- 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.
- 1.4 GHVDC may due to circumstances require to withdraw, shorten or place other conditions on the licence after it has been granted at a minimum of 24 hours' notice. 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 48 hours the materials are not removed GHVDC or its agents may remove it and the costs will be recoverable from the applicant.
- 1.5 All costs associated with in a legal manner placing and removing materials from the licence area are solely the applicant's, including in the event condition 4 is exercised.

