

Working in Partnership with



1. Why do you need a Hoarding Specified Licence?

It is a legal requirement to obtain permission from the Local Authority in order to erect a site protective hoard upon the Public Highway.

The consent for this approval is issued by way of a Specified Licence.

To erect a hoard on a Public Highway without a licence is an offence and the offending company or person is liable to prosecution.

Regulations for hoardings on Public Highways can be found in the [Highways Act 1980](#) Section 172/173.

2. How much is a Hoarding Specified Licence?

2a. Specified Licence Costs

Every Specified Licence Application in 2020/21 has a non-refundable £95 Application Fee which covers the admin costs involved in processing your application. See Table 1 below.

The actual cost of the Specified Licence is represented in the 'Fee on Approval' column below.



2b. Temporary Traffic Regulation Order (TTRO) - Road Closure Costs

Road closure costs are processed and invoiced separately. For typical average costs, see Table 2 below.

Note that costs will vary depending on the complexity of the road closure.

Table 2 – Average Road Closure Costs for 2020/21

Duration	Average Road Closure Total Cost (Including Advertising Costs)
5 days	£1169
6 days	£2,774.10



3. When to apply for a Hoarding Specified Licence

We require at least 21 (twenty-one) days to process a Standard Specified Licence which includes Hoarding only and no road closure/s.

We may require more time depending on the complexity of the activity, if there is a road closure etc. and / or if it is a Major Works development (29 days and over).

If your application requires a road closure and is 5 days or less, 40 business days' notice is required.

If the road closure is over 5 days and up to 18 months, 60 business days' notice is required. For road closures that are over 18 months, timescales for processing may increase.

Note that the road closure timescales **are addition**



**Temporary Traffic Management Plan with dimensions (TMP1 - Visual)
(Appendix 1) (Traffic includes pedestrians)**

This document is mandatory and must be created and submitted by the applicant.

This Temporary Traffic Management Plan (Visual) is referred to as a TMP1 and



Cross Section Detail of Specified Licence Activity with Dimensions

This document is mandatory and must be created and submitted by the applicant.

See **Appendix 3** which shows an acceptable Cross Section Detail of Specified Licence Activity.

The Cross-Section Detail must show a cut-



Traffic Management Road Closure Application

This document is mandatory if a road closure is necessary.

You can access this via the Birmingham City Council website [Specified Licences page](#).

The form is being reviewed, however, in the meantime please note guidance within the document, download separately, complete and then upload as a PDF attachment on the 'Application Documents' page during the online Highways Licence Application process.

Application/Notification to use Temporary Traffic Signals on the Public Highway (TS1)

This document is mandatory when temporary traffic signals are necessary.

You can access this via the Birmingham City Council website [Specified Licences page](#).

The form is being reviewed. Please note guidance within document, download separately, complete and then upload as a PDF attachment on the 'Application Documents' page during the online Highways Licence Application process.

Note: All documents uploaded as PDF attachments on the 'Application Documents' page during the online Highways Licence Application process, must be clearly labelled using letters and numbers only e.g. Public Liability Insurance, TMP2.

Note: Any PDF attachments submitted with your application that contain characters other than letters/numbers will be rejected by the online system and will send you back to the start of the online Highways Licence Application process. This also applies to any attachments may contain macros and/or are **not in** a PDF format.

Note: That **until all required, correct and up to date documents have been received and confirmed by us, the processing time of your application will NOT BEGIN.**

Note: The online Highways Licence Application process and all supporting documents must be completed **in full**. If the Standard/Major Works will affect traffic (**including pedestrians**), please ensure traffic management documents are submitted to reflect this.



5. Applying for Hoarding Specified Licence with Checklist

The link below will send you to the start of the Online Highways Licence Application found on the Birmingham City Council website.

Once you have selected 'Begin Online Highways Licence Application', the website will guide you through the application process where you will also upload all the required documents for your application.

- [Online Highways Licence Application](#)
Mandatory

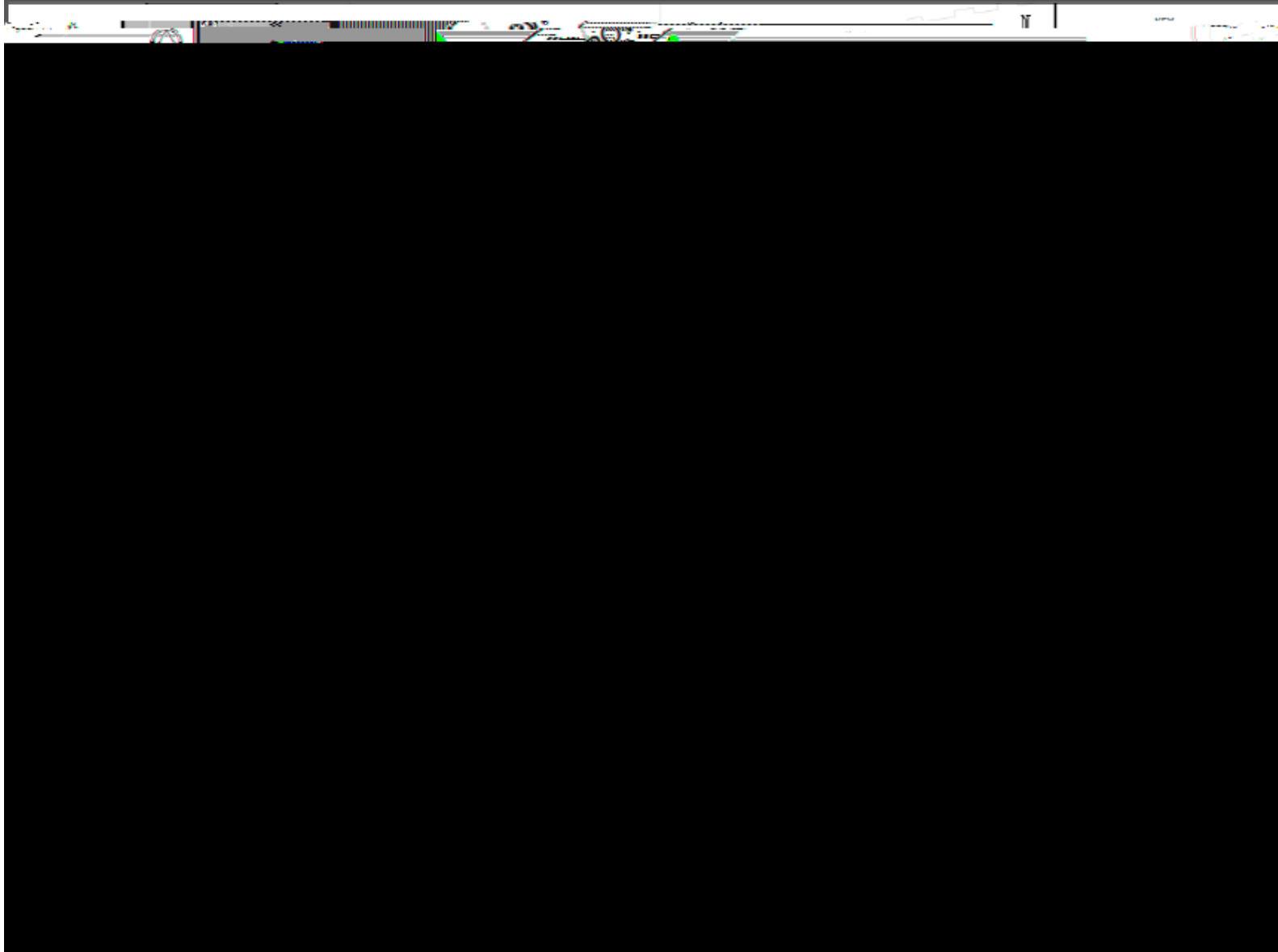
Please note that applicant **must also upload** the following documents in PDF format on the 'Application Documents' page within the Online Highways Licence Application (for further information refer to section '4. What do I need to Provide to get a Hoarding Specified Licence?'):

- Temporary Traffic Management Plan with dimensions (TMP1 - Visual) (Appendix 1) (Traffic includes pedestrians)**
Mandatory
- [Temporary Traffic Management Plan \(TMP2 \(Narrative\)\)](#)
Mandatory
- Location of Specified Licence Activity with Dimensions (Appendix 2)**
Mandatory
- Cross Section Detail of Specified Licence Activity with Dimensions (Appendix 3)**
Mandatory
- Risk Assessment (RA)**
Mandatory
- Method Statement (MS)**
Mandatory
- Public Liability Insurance (min £5 million)**
Mandatory
- Accreditation – SWQR Cards**
Mandatory
- [Traffic Management Road Closure Application](#)
Mandatory if a road closure is necessary.
- [Application/Notification to use Temporary Traffic Signals on the Public Highway \(TS1\)](#)
Mandatory if temporary traffic lights are necessary.

When the application process is complete, the uploaded documents will then be automatically submitted to the Local Authority as part of the Online Highways Licence Application.



8. Appendix 1 - Example of Traffic Management Plan with Dimensions (TMP1 - Visual)





10. Appendix 3 – Example of Cross De