



ES21226
APPENDIX 2

HIGHWAYS ACT 1980 SECTION 115E

APPLICATION FOR A PERMIT TO PLACE ADVERTISING SIGNS
ON THE HIGHWAY

NAME OF COMPANY: ROOTS COFFEE & COMMUNITY CIC

ADDRESS OF COMPANY: 69 ALVIN ST

GLoucester, GL1 3EH

TELEPHONE NO.: 01452 524674 ~~FAX NO:~~ MOBILE (TAN)

LOCATION/ADDRESS OF PROPERTY WHERE ADVERTISING SIGN WILL BE PLACED (see notes below): AT JUNCTION OF KINGSTHOLM RD AND ALVIN ST.
WIDE PAVEMENT.

IF RENEWAL PLEASE STATE REFERENCE NUMBER:

Please indicate the proposed days and times for displaying the Advertising Board

DAY	MON	TUE	WEDS	THURS	FRI	SAT	SUN
Start Time	✓ 7am	✓ 7am	✓ 7am	✓ 7am	✓ 7am	✓ 7am	✓ 7am
Finish Time	✓ 6pm	✓ 6pm	✓ 6pm	✓ 6pm	✓ 6pm	✓ 6pm	✓ 6pm

LOCATION DETAILS OF OVERNIGHT STORAGE:

INSURANCE DETAILS: PUBLIC LIABILITY - see attached.
 (Minimum public liability cover must be to the sum of £5,000,000 and a copy of your certificate must be submitted with this application)

NOTES: The City of Gloucester will consider permitting advertising signs for a period of 12 months providing the site where the sign is positioned does not become a danger or nuisance. The Pedestrian Scheme for the City of Gloucester seeks to ensure a clear walkway in front of the shops is maintained for the safety and convenience of shoppers and in particular blind and partially sighted people.

Consideration will be given to your application provided the sign meets the following criteria:

- The A-Board should be attractive. i.e. is well designed and made and has professional quality sign writing.
- The advertising sign should be no wider than 700mm and no higher than 1000mm above ground level. No rotating or swinging signs will be permitted on a public highway.
- The A-Board needs to be carefully sited so that it does not become a nuisance for disabled people.
- An unobstructed footway width of 1.8 metres is desirable, but where this is not practicable a minimum width of 1.5metres must be maintained.
- Signs must not be located within 1.8 metres of any other permanent or temporary sign, pillar, post, item of street furniture or the edge of the carriageway, or within 2 metres of any tactile paving.
- The Advertisement must relate only to the normal business of the trading establishment.

Only **ONE** sign will be considered for each business. The Council will remove any unauthorised signs and the costs incurred to carry out this matter will be recharged to the business concerned.

Upon approval of the application a licence will be issued and a permit supplied which shall be kept at the premises and be available at any time for an authorised officer from the Local Authority to inspect.

A sketch, brochure or photograph must be enclosed with the application form showing the proposed design and layout of the advertising sign. It is recommended you seek approval of any new A-Board or change to an existing A-Board prior to manufacture because the application could be refused.

The licence when issued will be valid for a period of 12 months.

FAILURE TO HOLD A PERMIT OR TO COMPLY WITH THESE REGULATIONS WILL RESULT IN THE SIGN BEING REMOVED

DECLARATION:

I understand that the information I have given in this form and in any supporting information in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that if I have made a false statement or omitted any relevant fact, any licence determined and issued in connection with it may be modified, suspended or revoked.

I understand and consent that the information given on this form may be issued to other enforcing agencies and consulting bodies to determine this application. I also consent to the Council retaining my application and details and I understand that the Council is obliged to pass on information to other statutory bodies if so requested.

I have received a copy of the Council's policy for licensing Advertising Boards on the Highway. I have read and understood them and I undertake to comply with them if a licence is granted.

Applicant's Signature: *[Signature]*

..... Date: *22/9/15*

Final Application Checklist

I confirm I have enclosed the following: (Please tick)

1. Application form completed and signed by applicant
2. The application fee of *£50 n/a.*
You can pay by personal visit at the payment machine at Herbert Warehouse, Council Offices, The Docks (copy of receipt must accompany this application)
OR
By Post : Cheques should be made payable to "Gloucester City Council" and sent to Environmental Health, Herbert Warehouse, The Docks, Gloucester GL1 2EQ
3. A Location plan at 1:50 or larger which clearly defines the premises and shows the precise location of the advertisement board 'outlined in red' in relation to the premises and kerb line (*drawings must also show the position of any dropped kerbs, pedestrian crossings, parked bays, market pitches, cellar hatches, points of access and fire escapes within 3 metres*)
4. A photograph or brochure detailing the type of Advertising Board to be placed on the highway including details of the proposed advertising
5. A copy of Public Liability Insurance demonstrating a minimum of £5 Million in respect of any one incident

Please note that incomplete applications will be returned.

It may take up to 6 weeks to process an application. Following receipt of a completed application the Licence Team will post a Public Notice at the premises and serve copies to the adjoining neighbours as part of the consultation process, other consulting bodies will also be notified and given 28 days to make representations.



To Whom It May Concern

Roots Coffee & Community Social Enterprise CIC
69 Alvin Street
Gloucester
GL1 3EH

Naturesave Insurance acts as broker for the above and effected the following cover on their behalf:

PUBLIC/PRODUCTS LIABILITY

Insurer: Catlin UK Ltd
Policy No.: NS1500436
Limit of Indemnity: GBP 5,000,000
Period of Insurance: 1 October 2015 to 30 September 2016

EMPLOYERS LIABILITY

Insurer: Catlin UK Ltd
Policy No.: NS1500436
Limit of Indemnity: GBP 10,000,000
Period of Insurance: 1 October 2015 to 30 September 2016

Should you have any queries about the cover in place please do not hesitate to contact us.

Yours faithfully,

Lane Lehing
Commercial Account Handler
Naturesave Insurance

Signed and dated in Totnes on Tuesday, 13 October 2015

Important Note

The documentation upon which this information is based has been prepared to meet the specific requirements of **Roots Coffee & Community Social Enterprise CIC**, and is supplied to you at their request. It has not been prepared for, and may not meet your own requirements. You should therefore take such steps as you consider necessary to satisfy yourselves that your own requirements have been met, and should not rely on this information as doing so.



Registered in England. Company no. 2797137
Registered Office as above
Naturesave Insurance is a trading style of Naturesave Policies Ltd, which is authorised and regulated by the Financial Conduct Authority

Naturesave Policies Ltd
Insurances effected with certain
underwriters at Lloyd's and Companies
58 Fore Street, Totnes, Devon, TQ9 5RU
Tel 01803 864390
Fax 01803 864441
email mail@naturesave.co.uk
website www.naturesave.co.uk

Google Maps

Gloucester

Roots sign location



Map data ©2015 Google 20 m

Google Maps

Gloucester

Roots sign location



Imagery ©2015 Infoterra Ltd & Bluesky, The GeoInformation Group, Map data ©2015 Google 10 m

Gloucester

GL1 3EH

Google Maps

67 Worcester St

Roots sign location



Image capture: Jun 2014 © 2015 Google

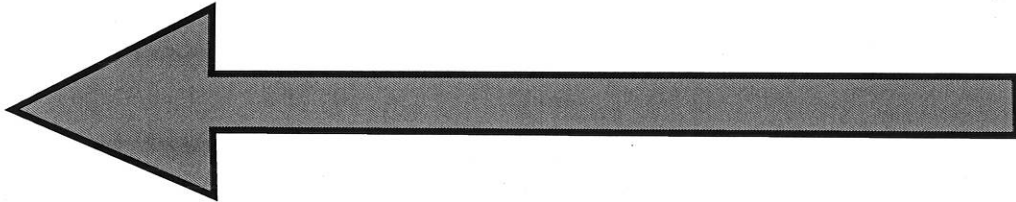
Gloucester

Street View - Jun 2014



roots

coffee & community



coffee

lunch

cake

wifi **eat in**
take out