

Highways & Transport

Highways Act 1980 – Section 142

Application for a licence to plant in the highway verge

Important: Please complete this form in full using block capitals – failure to complete all sections may result in unnecessary delays or refusal

If you have any queries please telephone our Customer Service Centre on 0345 678 9006
 Information about the latest road works and road closures in Shropshire can be found on:
<http://www.shropshire.gov.uk/hwmaint.nsf>

Name of applicant:			
Address:			
Please state whether: <input type="checkbox"/> Owner		or	
		<input type="checkbox"/> Occupier	
(please tick appropriate box)			
Telephone numbers:			
Office hours:		Outside office hours:	
Email:			

Precise location of site : (including house number and street name)																	
O.S. 12 number grid reference:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <table border="1" style="display: inline-table; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																
A plan, including the precise location of the site and details of all existing and proposed plants, must be included with the application.																	
Approximate width of adjacent carriageway:																	
Width of highway verge:																	

Full particulars of the trees, shrubs, plants, grass, etc., proposed to plant. Include details of the full grown height, spread and maturity of trees or shrubs and depth of excavation:
Additional comments:

You are required to provide Public Liability Insurance details:	
Name of Insurer:	
Policy number:	Expiry date:
Cover (£5m minimum)	

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I hereby apply for a licence to cultivate part of the public highway at the above location subject to the standard conditions attached to this form and to any special conditions which may apply. Failure to comply with such conditions is a criminal offence and will result in the licence being withdrawn.

Signed: Date:

Print name:

Applicants are required to contact the local Parish Council/Councils to discuss your proposals prior to application.

Applicants are required to contact Statutory Undertakers who may have plant in the area and attach a copy of their response to the application.

Please attach the following:

- Plan illustrating precise location of site and all existing and proposed planting
- Written confirmation from all utility companies with apparatus in the vicinity of the site
- Proof of public liability (no less than £5 million)
- Copy of Parish Council response

Note: Your application cannot be processed unless all necessary documents are attached and the form is completed in full.

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Highways & Transport

Please read this carefully:

GENERAL CONDITIONS

1. In the event of an emergency, the Council and service providers reserve the right to remove any plants and will not be liable to pay for any damage.
2. Planting must not obstruct visibility at junctions and/or bends, or private entrances.
3. The proposed site of planting must adjoin the land occupied by the licensee.
4. Licensees are advised that any planting should not enclose the highway and that the land, the subject of the licence, remains highway over which the general public are free to exercise their rights of passage. Existing boundary features between the area and the licensee's land must be maintained and under no circumstances, changed.
5. The maintenance of all existing and proposed plants, trees or shrubs is the responsibility of the licensee.
6. Poisonous species, or species which are likely to constitute a high risk to persons or animals, are not permitted under any circumstance.
7. Planting new shrubs and trees will only be permitted in exceptional circumstances. **New planting of flowers (maximum height of 300mm. when mature) must be included on the plan.**
8. The licence shall be annexed to papers relating to the premises and shall remain in force until withdrawn by the authority.
9. The licence is issued to the owner or occupier; a new application is required if this changes.
10. The licence may be rescinded at any time if the conditions listed here or within the Highways Act 1980 are not met, and/or the land is not maintained to a suitable level.
11. Please return the completed form to your local division office; contact addresses are attached to this form.
12. **Any proposals must comply with Planning Law.**

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Please return this form to the appropriate Divisional Office as identified below:

North Division - West

Highway Maintenance Office
Shropshire Council
Yorkfields Road
Alexandra Road
Oswestry
Shropshire
SY11 1LZ

northshropshirehighways@shropshire.gov.uk

North Division - East

Highway Maintenance Office
Shropshire Council
Edinburgh House
Wem
Shropshire
SY4 5DB

EMnortheast@shropshire.gov.uk

Central Division

Highway Maintenance Office
Shropshire Council
107 Longden Road
Shrewsbury
Shropshire
SY3 9EL

centraldivision@shropshire.gov.uk

South East Division

Highway Maintenance Office
Shropshire Council
Stourbridge Road
Bridgnorth
Shropshire
WV15 6AN

bridgnorthhighways@shropshire.gov.uk



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South West Division

Highway Maintenance Office
Shropshire Council
16 Stokewood Road
Craven Arms
Shropshire
SY7 8NR

southshropshirehighways@shropshire.gov.uk

If you are unsure of which office to return your form or you have any other queries please call our Customer Service Centre on: 0345 678 9006