

Pre-application Form for a **Highway Projection Licence**
Highways Act 1980, Sections 139,169,171,172 & 173



Contact Name:

Contact Email:

Contact Tel:

Company Name
& Address:

Give a short description of why you are applying for a licence:

Once the completed pre-application is received an officer will contact you within 10 calendar days.

Please save this form and return it with any attachments by email to:
nrswa.admin@walthamforest.gov.uk

or by post to:
Waltham Forest Council,
Highway Network Team,
Low Hall Depot, Argall Avenue, London, E10 7AS

Highway Projection Licence - Notes

The local authority is responsible for processing applications for licences that are required for any display or temporary construction which may protrude or project over a public highway.

The maximum depth that the display can protrude over the public footway is 1.05metres (3feet 6inches), subject to 2.10 metre (7 feet) clear passageway between the edge of the display and the road (or any intervening pavement furniture such as a bollard or telephone box).

The council reserves the right, in exceptional circumstances, to allow a greater depth of display where the pavement is very wide, or a smaller depth of display where pedestrian footfall is very high.

All goods or equipment on display under the terms of the licence shall be kept within the area specified.

To allow for the safe passage of pedestrians beneath projections from frontage development, such as canopies, blinds, CCTV equipment, a minimum vertical clearance of 2.75 metres is required from the surface of the footway to the underside of any projection.

The council may alter this vertical clearance in exceptional cases.

If at a future date pavement furniture is added by the council, and the display area of the licence is affected, the licence will be reviewed or removed.