

**APPLICATION TO ERECT TEMPORARY SIGNAGE FOR A LOCAL EVENT**

We wish to apply for temporary signage for our forthcoming event.

Name of Event.....

Nature of Event (e.g Exhibition, Fete etc).....

Organiser .....

Is the organisation a registered charity? And if so please give the Charity number.

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Date of Event.....

Location of Event.....

.....

Size and number of signs.....

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Location(s) of signs – please give ALL locations (maximum 4 signs)

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Date signs will be erected and date removed (please note that signage may not be erected more than 14 days before the event and must be removed immediately after the event.

Signed.....

Contact address.....

.....date.....

Please return completed form to West Wycombe Parish Council, 18 Portway Drive, West Wycombe, Bucks, HP12 4AU.

**You may not erect signs until your signage permit has been sent to you**

**Conditions**

- 1.** Signs are not to be erected more than 14 days in advance of the event and are to be taken down immediately after the event.
- 2.** The signs are to be confined to the immediate locality of the event and shall be positioned as far back from the edge of the carriageway as possible at each location.
- 3.** The signs should be at least 1 metre from any junction and not obstruct any visible splay, footway or vehicular access, nor shall they be placed in such a position as to contravene any traffic regulation order or impede fire hydrants, inspection covers or Statutory Undertakers' apparatus.
- 4.** The signs are to be freestanding and on no account are they to be attached to road signs, lamp columns etc.
- 5.** The maximum size of the signs is to be 1.00sq.metre.
- 6.** The signs should be properly constructed and fit for the purpose and on removal the Highway should be left in a clean and tidy condition and any damage shall be repaired to the satisfaction of the Highways Authority.
- 7.** The location of any Statutory Undertakers' plant must be ascertained prior to erection of signs.
- 8.** Any claim on the Town/ Parish or County Council resulting from any incident involving the signs will be referred to the person/organisation that erected the signs. It is advisable that suitable cover against any such claim is provided by an appropriate insurance policy.

Failure to comply with any of these conditions specified in this permission will result in the removal of signs and in accordance with Section 149 of the Highways Act 1980 any cost incurred may be recovered from the promoting body.

I/we have read the conditions and agree to abide by them.

Signed.....

Date.....