

**CITY OF NEWCASTLE UPON TYNE  
HIGHWAYS ACT 1980 - SECTION 177**

**Application for a licence to overhang part of the public highway**

**PART 1      Application Details**

(Please enter the details of the person applying for the issue of a Licence)

Name .....

Address .....

..... Postal Code .....

Telephone No. .... e-mail .....

**PART 2      Licence Details**

(Please enter the details of the person or company to whom the Licence is to be issued)

Person/Company Name (This must be the owner or occupier of the premises adjoining the part of the public highway to which the overhang relates)

.....

Address/Registered Office

.....

..... Postal Code .....

Company Registration No. (if applicable) .....

Address of the property to be Licensed .....

..... Postal Code .....

(You must include a plan, scale 1:1250, on which the precise location of the area of highway to be overhung is clearly stated and identified by shading)

Land Registry Title No. of the property to be licensed .....

**PART 3      Planning Permission for overhang**

Date Planning Permission issued .....

Planning Reference Number .....

**PART 4      Notes to Applicant**

1. The applicant must enclose with this application proof that the person/company in PART 2 holds Public Liability Insurance of not less than £5 million.
2. The application form should be accompanied by a cheque in the sum of £200 payable to "Newcastle City Council", this being the current charge for consideration of the grant of licence.
3. If the application is approved the Applicant will be obliged to enter into a form of Licence to be prepared by the Council's Head of Commercial Law and to pay his reasonable legal fee in connection with the same.
4. No refunds shall be given for a withdrawn licence.
5. Please provide four copies of relevant technical drawings which clearly show the proposed projection in plan view and section in relation to the highway kerbline and other relevant features.

**I hereby apply for a Licence to overhang part of the public highway subject to the conditions contained in this application and the terms and conditions inserted into the Licence as required by the Council of the City of Newcastle upon Tyne as the Highway Authority.**

**Signature of Applicant** (By completing and signing this application you are asserting that you have authority to act on behalf of the person/company in PART 2 and that you have read and understood the guidance notes overleaf)

..... Date .....

Please return the completed form to:  
Head of Building Control, Building Control Section, Newcastle City Council,  
Civic Centre, Newcastle upon Tyne. NE1 8PB

**Licence Guidance Notes**  
**Under The Highways Act 1980 Section 177**

1. A sign or structure projecting over the Public Highway will need a minimum vertical clearance of 2.60 metres to the underside of the projecting structure, and a minimum horizontal clearance between the sign and the carriageway of 0.6 metres. (Please refer to sketch below)
2. A vertical clearance of not less than 6.0 metres is required above a carriageway or access road.
3. The Council may alter the horizontal/vertical clearances in exceptional circumstances.

