



Vale of Glamorgan Council

Temporary Site Hoarding and Fencing

Terms & Conditions

Version 2 – April 2026

Terms and Conditions:

1. No temporary hoarding or site security fencing work will commence on the public highway without a duly authorised licence and payment of the correct fee, the application must be submitted a minimum of 5 working days in advance of the works commencing, longer application periods will be required, and additional restrictions may also be necessary where other factors affect the proposed site, traffic sensitivity, restricted working hours, restricted site access, pedestrian areas, shopping areas etc.
2. All temporary hoarding or site security fencing shall be securely erected on the day of delivery, by or under the supervision of a competent and experienced person in carrying out such work.
3. All temporary hoarding or site security fencing must be free standing and not installed in foundations in the adopted highway. Options of weighted blocks with sufficient protection not to damage the highway will be considered and agreed in advance with an officer of the Highway Maintenance team.
4. There shall be no surplus materials remaining on site unless within a fenced of area, also all materials are to be removed from site on day of dismantle.
5. Public **must** be kept safe at all time during the erecting and dismantling
6. All temporary hoarding or site security fencing must be erected by competent trained personnel.

7. That temporary hoarding or site security fencing are to be cleared from the Highway by the date of expiry of licence.
8. That any illegal advertising and graffiti is removed from the temporary hoarding or site security fencing within 48 hours or sooner if deemed as an emergency or offensive.
9. Any temporary hoarding or site security fencing is erected within 450mm(+) of the kerb edge (allowing for vehicular overhang). If this cannot be maintained the Vale of Glamorgan Council must be consulted before work begins.
10. That temporary hoarding or site security fencing in town centres, shopping areas and traffic sensitive routes are to be erected and dismantled on a Sunday (unless otherwise agreed with by the Vale of Glamorgan Council).
11. That a suitable width of footway is retained for Public use, this must be properly guarded and kept free from obstruction at all times.
12. Prior to erecting, the applicant must check with the Vale of Glamorgan Council to ascertain the minimum distance required for the footway clearance. If the footway cannot be maintained an alternative walkway must be provided.
13. That an emergency/out of hours name and contact number is attached to all temporary hoarding or site security fencing for the duration of the licence. **Failure to comply will result in £150.00 penalty.**
14. All applications are to be made via our online service request form and payment is to be made in full once approved via our secure payment link which will be emailed to you

https://valeofglamorgancouncilcustomerportal.achieveservice.com/en/service/highway_licences

Please contact skipsscaffolding@valeofglamorgan.gov.uk if there are any issues with application.

15. The Council will not process any new applications where a provider owes the Council for any outstanding debt.

16. The licensee remains responsible for all elements of the temporary hoarding or site security fencing for the **whole duration** including any elements of temporary hoarding or fencing that is placed on the adopted highway, such as posts, mounting feet, securing clips and fixings but not limited to other components.

17. Any approved applications will only be refunded if a request is made before the start date of the licence then a refund for the appropriate amount may be issued, however If a request is received after the start date of the licence then a refund will **not** be issued.

Please be advised:

Any damage to the adopted highway as a result of depositing or removal of temporary hoarding or site security fencing will be repaired by the Vale of Glamorgan Council with any associated costs incurred being charged to the applicant.

Any other costs incurred by the Vale of Glamorgan Council as a result of a breach in the terms and conditions under which the licence is issued will be charged to the applicant. Non-compliance fee of **£150.00** per breach of these conditions.

Penalty for non-observance:

- If you fail to comply to these Terms and Conditions and all relevant legislation you will be liable to enforcement action which includes Fixed Penalty Notice **Part IX of the Highways Act 1980 for Obstruction of a Highway.**
- Section 137A Power to order offender to remove obstruction **£150.00 Fixed Penalty**
- Section 171 occupation of highway etc (Committing an Offence under this section) **£150.00 Fixed Penalty.**
- Section 149 Removal of things so deposited on Highways as to be a nuisance etc. (Power for removal and recovery of costs)

Legal Indemnity

The Licence holder shall indemnify, and keep indemnified, Vale of Glamorgan Council and/or its servants and agents against liability, from all claims, demands, actions, costs and damages arising out of buy or in consequence of the depositing of the container on the carriageway, footway, or grass verge. The period of indemnity is to run from the commencement of the deposition until the final removal of the container. The licensee must have in place public liability insurance. The sum covered by the policy to be £5,000,000 for any one event with a reputable insurer. Whenever required the Licensee shall produce to the Authority the policy, or policies of insurance and the receipts of the current policy.

