



BEDFORD
BOROUGH COUNCIL

**2025 Application for a Licence to Install Traffic Counter
Apparatus on or over the Public Highway (under Section 178 of
the Highways Act 1980)**

There is an administration fee of **£22.65** for each Licence.

If you have any questions about an application, please telephone the Streetworks Team on
01234 718040 or email Streetworks@bedford.gov.uk.

Applicants Name	
Organisation Details	
Address of Applicant/Organisation (for invoicing purposes)	
Telephone Numbers (Please include a 24 hour contact number in case of an emergency)	
Email Address	
Date to be Installed (Please allow 14 days for application to be approved)	
Date to be Removed	
Location of Apparatus (Can only be installed at an approved location)	
Details of Apparatus (Please include total number of counters)	
Method Statement for Installation and Removal of Apparatus (Please attach any separate sheets)	

Public Liability Insurance Details (Please attach a copy)	Policy Issuer: Policy Number: Date Issued:
Declaration	I hereby apply for a Licence to install Traffic Counter Apparatus on or over the Public Highway subject to the Conditions below and any special Conditions attached which I have read and accept. Signed.....Date..... Position.....
Please Return To	streetworks@bedford.gov.uk Please include proof of adequate Public Liability Insurance . We will invoice you once approval has been given.

CONDITIONS

1. Where a Licence to install any Traffic Counter Apparatus is granted by the Authority, at the conclusion of the survey, the licensee will provide the Authority with a copy of any data gathered.
2. The apparatus shall be kept in good repair and condition so as not to be a nuisance or annoyance to owners or occupiers of neighbouring property or to persons using the highway.
3. If at any time the Authority considers that the removal or alteration of the apparatus necessary in connection with carrying out works to the highway or for the safety or protection of persons or vehicles using the highway the applicants shall at their own expense remove or alter the apparatus in such a manner and within such a period as the Authority may reasonably require. In the event the applicant fails to comply with any requirement issued under this paragraph the Authority may itself remove or alter the apparatus and recover the cost of so doing from the applicant. No compensation will be payable to the applicant in such circumstances.
4. The applicant should be the person authorised to represent the organisation which will indemnify and keep indemnified the Authority against all actions, proceedings, costs, claims, liability and expenses whatsoever which may arise at whatever time in connection with, or incidental to, the erection, maintenance or use of the apparatus, and for this purpose the applicant/organisation shall maintain full Public Liability Insurance cover of **Five Million Pounds** in respect of third parties and produce evidence of such cover on demand.
5. Contact details must be given for responsible person(s) who must be available 24 hours a day whilst the apparatus is in place to deal with any problems or emergencies.
6. The responsible person must ensure that in the event of an emergency they will attend the site within 2 hours.
7. The organisation/person responsible for the placement of the apparatus shall indemnify the Authority against all claims and proceedings whatsoever which may arise due to the presence of the apparatus.
8. The placement and removal of the apparatus shall only be carried out on the day and at the times as agreed with the Authority's Street Works Team.
9. Approval will only be given in writing in the form of a Licence. No verbal approval will be given.
10. If you do not agree with the above Conditions, or if approval is refused, you have a right of appeal to a Magistrates Court.
11. "The Authority" referred to in these Conditions means Bedford Borough Council.