



BARNSTAPLE TOWN COUNCIL

HIGHWAY MAINTENANCE SPONSORSHIP FORM AND AGREEMENT

This form and agreement is to be completed for the sponsorship of roundabouts, planted areas and verges in Barnstaple. There are important guidelines overleaf for your information.

Once you have completed the form, please return to:
Mrs Kate Graddock, Deputy Town Clerk
Barnstaple Town Council, Barum House, The Square, Barnstaple. EX32 8LS.

SPONSOR DETAILS

NAME _____

BUSINESS (If applicable) _____

ADDRESS _____

_____ POSTCODE _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

AREA TO BE SPONSORED

LOCATION _____

Please attach a plan or photograph of the area you wish to sponsor

SIGN DETAILS

NAME TO BE INCLUDED ON THE SIGN *(Please make sure it is clear, as it will be printed how it is shown on this form)*

There are specific guidelines that must be adhered to at all times. These are printed overleaf. By signing this form you are agreeing to maintain the area stated above for a minimum of 3 years. Termination can be given by either party with three months' notice with no penalty.

SIGNED _____ DATE _____

PRINT NAME _____

IMPORTANT GUIDELINES FOR THE MAINTENANCE AND SPONSORSHIP OF ROUNABOUTS, PLANTED AREAS AND VERGES IN PARTNERSHIP WITH BARNSTAPLE TOWN COUNCIL

CONTRACTORS/VOLUNTEERS

- The contractor or Council (In the case of volunteers) should have Public Liability Insurance of £5 million to cover the activity. A certificate should be provided with this form or confirmation from the Council that they are willing to cover the project
- Contractors undertaking the work should have a Chapter 8 Accredited Operator on site at all times. Appropriate personal protective equipment and signage should be used at all times when working on the highway. The Town Council has some equipment for use by projects, please contact Kate if you wish to use this
- Volunteer groups must agree safe working practices with the Town Council before commencement
- A full Risk Assessment must be produced before the start of the project and signed off by the Town Council's Health and Safety Officer

GENERAL INFORMATION

The areas of sponsorship;

- should be maintained so that the vegetation does not become a hazard to passing pedestrians or traffic
- should be maintained so that they do not obscure visibility at locations where pedestrians are encouraged to cross the highway or vehicles emerge from junctions
- should be maintained so that they do not obstruct clear passage forcing pedestrians off the path or forces vehicles to deviate more than 1m or force cyclists out of a marked cycle lane
- The planting designs must be approved by Barnstaple Town Council and in accordance with Devon County Council's requirements above.
- The agreement is in place for 3 years from the date in which the form is signed. Termination can be given by either party with three months' notice with no penalty.
- No work can be undertaken before this agreement has been signed, approved and a confirmation letter has been received by the sponsor
- The Town Council's main point of contact for all projects is Mrs Kate Graddock, Deputy Town Clerk. Tel: 01271 373311. Email: kate.graddock@barnstapletowncouncil.co.uk

SIGNAGE

- Signs are welcomed at all sponsorship locations, however, they must be approved by Devon County Council
- Barnstaple Town Council will design and produce one standard approved sign for each sponsored location. The costs associated with producing these signs, including advertisement consent will be met by the Town Council, however, if you require changes, additional or different signs the costs, including advertisement consent will need to be met by the sponsor
- Consent for signs can take several weeks, however, once your sponsorship confirmation has been received, maintenance can be started