**APPLICATION FOR PERMISSION TO PLACE**

**SIGNING TO NEW DEVELOPMENTS WITHIN THE**

**PUBLIC HIGHWAY**

**HIGHWAYS ACT 1980**

**Application Notes**

**1. General**

A licence is required to place signs advertising new developments on the highway. The term highway includes footpaths, cycleways, verges, and roads. It is an offence under the Highways Act 1980 to erect signs without first obtaining a licence from Suffolk County Council (SCC) as the Highway Authority. Failure to obtain the required licence could result in legal action being taken by SCC.

**2. Application procedure**

Once the application form has been received by the Highways Licensing and Enforcement Team an acknowledgement will be sent to you, and we will endeavour to respond within 20 working days with our decision.

A payment of **£400.00 per developer** **per site** will be required before the licence is issued. Payment options will be provided on receipt of your application. The licence is valid for 6 months and should you need the licence for longer than this period, an extension fee is charged at **£200.00 every 6 months.**

Please remember that no work can commence on the highway until you have received written permission from us.

**3. Licence conditions**

You will need to satisfy the standard conditions before a licence is issued such as:

1. The ability to indemnify SCC against third party liability.
2. Compliance with legislation in erecting signs within the public highway.
3. Ability for SCC to inspect works.
4. Keeping the area safe whilst undertaking works to protect the public.
5. Making good of the highway on completion.
6. If we have started work on processing the application, the fees will not be returned even if we do not approve the application.
7. Any form of Traffic Management required must conform with the Safety at Street Works and Road Works Code of Practice (Red Book) and Chapter 8 of the Traffic Signs Manual and must be installed by an Accredited Operative.

**4. General conditions**

You will need to satisfy these general conditions before a licence is issued such as:

1. The requirements of Internal Advice Note 8/91 as issued by the Traffic Signs Branch of the Department of Transport shall be followed.
2. A development must be planned to include a minimum of 30 bedrooms before signs are permissible.
3. Generally, signs will only be permissible either within a half-mile radius or two junctions away from the site (whichever is the further).
4. Signs shall be removed within three months of the sale of 80% of the properties, although this is subject to local agreement.
5. Details of the proposed sign type and 1:2500 plans detailing the proposed locations for the signs shall be forwarded by the applicant for agreement with the Licensing and Enforcement Team.
6. It will be the responsibility of the developer or his agent to inform Suffolk County Council when the signs have been removed.
7. The signs must not be erected on any “Give Way”, “Speed limit” or any other mandatory sign.
8. A minimum mounting height of 1.5m, 2m and 2.1m shall be achieved above verges, roundabout splitter islands and footways respectively. In addition, no sign plate shall be erected within 0.45m of a trafficked carriageway.
9. Once a development reaches three different developers joint signs shall be used at all but the last junction. It will be the responsibility of each developer after the second to organise this and agree with the Licensing and Enforcement Team, with subsequent fees and licences issued.

The following conditions are applicable where signs are to be attached to street lighting columns:-

1. No signs will be permitted on street lighting unless a separate application for attachment to street lighting has been applied for an approved by the Licensing and Enforcement Team, including the payment of fees associated with that form of licence.

**Application Form**

**Please complete the following to enable us to process your application**

**Applicant details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
|  |  | | |
| **Address** (including postcode) |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **Company** |  | | |
|  |  | | |
| **Telephone number** |  | **Email** |  |

**Proposed site to which signs apply**

|  |  |
| --- | --- |
| **Address** (including postcode) |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Development name**  **to appear on signs** |  |  |
|  |  |  |
| **No of bedrooms**  **on development** |  |  |
|  | | |
| **Total number of**  **signs applied for**  **Installation Date** | ­­­\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Removal Date** |  |  |

**Public Liability Insurance**

The applicant must hold Public Liability Insurance to the value of at least £5 million and it must be valid for the duration of the licence. A copy of the insurance certificate must be held on record with Suffolk County Council. If you have not previously provided us with a copy, please attach a copy to this application form.

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** (in block capitals) |  | | |
|  |  | | |
| **Occupation Title** |  | | |
|  |  | | |
| **Signature** |  | **Date** |  |

Please return completed form and any additional information you may feel necessary to support your application to [highways.streetfurniture@suffolk.gov.uk](mailto:highways.streetfurniture@suffolk.gov.uk). If you are unable to return the form via email, please send to any of the three addresses at the bottom of this form.

**Data Protection Act 1998**

The personal data you provide on this form will be used by Suffolk County Council to administer your Licence.

We may occasionally share your personal data with other council departments and with other bodies (including District / Borough Councils, the Police, Inland Revenue) for purposes of protecting public money, preventing and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.

**PAYMENT INSTRUCTIONS**

***A Licence reference number will be provided to you by the Highways Licensing and Enforcement Team on receipt of your application, which you will need to quote when making payment.***

**ONLINE –** Website: [www.suffolk.gov.uk](http://www.suffolk.gov.uk)

Follow links to Roads and Transport & Suffolk Highways Licences

Select the “Pay for a Licence” link

Select the “Pay for a Licence” (Green Button)

Enter the provided Licence / Licence Reference Number, i.e. NRSWA-LICENCE-000**11111 (Please ensure that “000” is entered before the given Licence / Licence Reference number. To make the number 8 digits long.)**

Enter your Organisation Name

Enter your contact Telephone Number

Select Application Cost from the drop-down box, “Licence/Penalty Charge”

Enter the amount that is being paid

Click “Proceed to Pay” (for single payments)

For multiple licences, click “Add Another”, followed by the “Proceed to Pay” button

**ELECTRONICALLY** – by the Bankers Automated Clearing Services (BACS).

Payment should be made to: Suffolk County Council

Sort Code: 30-00-00

Account No: 00293148

If you are a **Lloyds Customer**, you may have difficulty using the above Sort Code and Account number. Therefore, please use the following:

To: Suffolk County Council

Sort Code: 30-00-02

Account No: 01305978

Payment **must** be accompanied by the Licence/Licence Reference Number covered by the payment and the amount being paid in relation to each number and be sent via email to [highways.streetfurniture@suffolk.gov.uk](mailto:highways.streetfurniture@suffolk.gov.uk).

**BY POST**

Please make your cheque payable to **Suffolk County Council** and send it to:

Highways Licensing and Enforcement Team, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

**Please note that paying by cheque will delay the process by 7 days, until authorisation of cheque clearance has been received.**

If you have any queries regarding the any of the above information, please get in contact by emailing [highways.streetfurniture@suffolk.gov.uk](mailto:highways.streetfurniture@suffolk.gov.uk).