**APPLICATION FOR PERMISSION TO PLACE**

**STREET FURNITURE ON THE HIGHWAY**

**HIGHWAYS ACT 1980**

***If your application is for items to be attached to Street Lighting columns, a different form will need to be completed. Please visit*** [***https://www.suffolk.gov.uk/roads-and-transport/highway-licences/attachments-to-street-lighting-columns-or-electrical-installations-on-or-over-the-highway-licence/***](https://www.suffolk.gov.uk/roads-and-transport/highway-licences/attachments-to-street-lighting-columns-or-electrical-installations-on-or-over-the-highway-licence/)

**Application Notes**

**1. General**

A licence is required where apparatus (street furniture) is placed on or over the highway. The term highway includes footpaths, cycleways, verges, and roads. It is an offence under the Highways Act 1980 to place apparatus (street furniture) on or over the highway 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.

If successful, a payment fee will be required before the licence is issued. Payment options will be included within our decision correspondence. 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.

These conditions cover:

* The ability to indemnify SCC against third party liability.
* Compliance with legislation in placing the apparatus or opening of the highway.
* Ability for SCC to inspect works.
* Keeping the area safe whilst undertaking works, to protect the public
* Making good of the highway on completion
* Future implications of anything which may affect the integrity of the highway.

**A copy of the full standard licence conditions can be found on the Street Furniture page at** [**www.suffolk.gov.uk**](http://www.suffolk.gov.uk)



**Application Form**

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

**Applicant details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
|  |  | | |
| **Address** |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **For and on behalf of**  (Parish, Town, District, Borough Council or Organisation) |  | | |
|  |  | | |
| **Telephone number** |  | **Email** |  |

**Proposed location of the Street Furniture**

|  |  |
| --- | --- |
| **Address** (including postcode) |  |
|  |  |
|  |  |
|  |  |
| **Location** (on Footway,  on verge, on carriageway) |  |
|  |  |
| **Please supply photos, plans or sketches** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of**  **Street Furniture**  (e.g. wooden bench,  metal planter) |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Dimensions of**  **Street Furniture** | **W:** |  | mm |  | **H:** |  | mm |  | **L:** |  | mm |
|  |  | | | | | | | | | | |
| **Fixing details including depths of excavation**  (if applicable) |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
| **Planned date**  **of installation** |  | | | | | | | | | | |
| **Contractor details** |  | | | | | | | | | | |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** (in block capitals) |  | | |
|  |  | | |
| **Position**  (in Parish, Town,  District, Borough Council  or Organisation) |  | | |
|  |  | | |
| **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)

**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 (housing benefits, the police, Inland Revenue) for the 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)