**APPLICATION TO ERECT NON-ILLUMINATED**

**BANNERS OR SEASONAL DECORATIONS**

**HIGHWAYS ACT 1980**

**Application Notes**

**1. General**

A Licence is required to erect banners or seasonal decorations that are 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 banners or seasonal decorations 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 10 working days with our decision.

A payment of **£85.00** will be required before the licence is issued and is charged **per item.** Payment options will be provided on receipt of your application. The licence is valid for **4 weeks** and should you require the licence longer than this period, subsequent extensions are charged at **£42.50 per item.**

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:

* Highways Licensing and Enforcement issue licences in line with the National Street Gazetteer (NSG) and where your proposal is on separate street names **this may require more than one licence**.
* The ability to indemnify SCC against third party liability.
* Compliance with legislation in placing the apparatus on or over 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.
* If we have started work on processing the application, the fees will not be returned even if we do not approve the application.
* Notify your parish or town council about your proposal and ensure that any disagreements are resolved before banners or decorations are installed.
* When identifying a location, you must get permission from the property owner before attaching your banner or decoration to any private property. Suffolk County Council has not carried out any property or other ownership checks.
* Provision of satisfactory evidence of structural testing of any fixings.

**Application Form**

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

**Applicant details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
|  |  | | |
| **Address** |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **For and on behalf of** |  | | |
|  |  | | |
| **Telephone number** |  | **Email** |  |

**Proposed location/s of Non-Illuminated Banners or Seasonal Decorations**

|  |  |  |
| --- | --- | --- |
| **Address** (including postcode) |  | |
|  |  | |
|  |  | |
|  |  | |
| **Attachment**  (e.g. to streetlighting,  between buildings) |  | |
|  |  | |
|  |  | |
|  | |
| **Plans and photos**  **attached** |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description**  **of Banners/Decorations** |  | | | | | |
|  |  | | | | | |
| **Quantity** |  | | | | | |
|  |  | | | | | |
| **Have you obtained permission from the property owner** | Yes |  | If **YES,** please provide proof of consent. | No |  | If **NO**, this must be done before an application is submitted. |
|  |  | | | | | |
| **Have you consulted your parish/town council?** | Yes |  | If **YES,** please provide proof of consent. | No |  | If **NO**, this must be done before an application is submitted. |
|  |  | | | | | |
| **Installation Date** |  | | | | | |
| **Removal Date** |  | | | | | |

Is a MEWP / Hoist / Cherry Picker or any other lifting plan required to erect or dismantle the banners or decorations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

If **YES**, you will require a separate Licence to use any type of lifting equipment on the Public Highway **in addition** to this Licence.

Please visit the Suffolk Highways Licensing page on [www.suffolk.gov.uk](http://www.suffolk.gov.uk) to find the application form or alternatively email [highways.licensing@suffolk.gov.uk](mailto:highways.licensing@suffolk.gov.uk) to request the application form.

It is a legal requirement under the New Roads and Streetworks Act (1991) that any contractor carrying out work in the highway has accreditation and public liability insurance to carry out this work.

**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.licensing@suffolk.gov.uk](mailto:highways.licensing@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.licensing@suffolk.gov.uk](mailto:highways.licensing@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.licensing@suffolk.gov.uk](mailto:highways.licensing@suffolk.gov.uk).