**APPLICATION FOR PERMISSION TO PLACE**

**PUBLIC EVENT SIGNAGE WITHIN THE**

**PUBLIC HIGHWAY**

**HIGHWAYS ACT 1980**

**Application Notes**

**1. General**

A licence is required to place signs advertising public events 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 Team an acknowledgement will be sent to you, and we will endeavour to respond within 10 working days with our decision.

A payment of **£55.00 per event** will be required before the licence is issued. Payment options will be provided on receipt of your application. The licence is valid for the time agreed between the customer and SCC.

Please remember that no signage can be placed on the highway until you have received written permission from us.

Please attach a location plan of all proposed locations for signage.

**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 **Traffic Advisory Leaflet 04/11 Using Temporary Traffic Signs for Special Events** shall be followed.

<https://assets.publishing.service.gov.uk/media/5a78a024ed915d07d35b127e/4-11.pdf>

1. 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.
2. Signs to be adequately weighted down.
3. No signage to be permitted on Street Lighting columns.
4. It will be the responsibility of the customer to inform Suffolk County Council when the signs have been removed.
5. Signs shall be removed within 48hrs after finish of the event.

**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**

|  |  |
| --- | --- |
| **Location/s** |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Event details**  **to appear on signs** |  |  |
|  |  |  |
| **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 SCC 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 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
* 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