

**APPLICATION FOR PERMISSION TO ATTACH**

**APPARATUS TO A STREET LIGHTING ASSET OR**

**INSTALL ELECTRICAL APPARATUS ON OR OVER**

**THE HIGHWAY.**

 **HIGHWAYS ACT 1980**

**Application Notes**

**1. General**

A licence is required to attach apparatus to a Streetlight on the highway or to install electrical apparatus on or over the highway. The term highway includes footpaths, cycleways, verges, and roads. It is an offence under the Highways Act 1980 to attach apparatus to a Streetlight 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 weeks of our decision.

For attachments to street lighting columns a payment of **£150.00 per street** will be required before the licence is issued. Payment options will be provided on receipt of your application. The licence is valid for the duration stated and should you need the licence for longer than this period, an extension fee will be charged.

All street lighting columns that have attachments are required to have a structural test to ensure the column can accommodate the additional loading. The structural certificate is required as part of the submitted documentation. The council can offer this service and provide costs where required

If you require electrical apparatus to be installed on or over the highway the charge is **£75 per street.**

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 - £10,000,000 (ten million pounds required for electrical based licences).
* Compliance with all relevant legislation in respect to the activity being requested and carried out.
* 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.
* 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 must be installed by an Accredited Operative.
* If any lifting plant is required to install any apparatus, i.e., Mobile Elevating Working Platform (MEWP) a separate licence is required. Please our website for further information.

**Application Form**

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

**Applicant details**

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

**SCC Asset Details**

|  |  |
| --- | --- |
| **Address** (including Parish/Town) |  |
|  |  |
|  |  |

**Unit Number(s)** (This should be displayed on the asset)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please use forms / details provided below to complete application details for Hanging Baskets, Signs and Banners or Seasonal Decorations.

**Illuminated seasonal decoration etc**

A consent will only be issued subject to confirmation that the seasonal decoration applicant will comply with the following:

* **ADEPT - GUIDANCE ON THE INSTALLATION, OPERATION AND REMOVAL OF SEASONAL DECORATIONS)**, which is available at [www.adeptnet.org.uk](http://www.adeptnet.org.uk/sites/default/files/documents/Seasonal%20Decorations.pdf)

# And

* **ILP - PLG06 (Guidance on installation and maintenance of seasonal decorations and lighting column attachments)** which is available at [www.theilp.org.uk](https://www.theilp.org.uk/resources/ilp-technical-reports/plg06-guidance-installation-and-maintenance-of-seasonal-decs/)

In addition to the conditions contained within the documents above, the following must also be adhered to:

* The seasonal decorations shall only be attached to the columns authorised in the manner indicated in the agreed application and must not exceed the maximum weight and size as declared in the application. Any columns which have failed their structural inspection should not be used.
* The applicant is satisfied that only competent person(s) shall be used in conjunction with works relating to the seasonal decorations
* The seasonal decorations shall only be in operation during the dates indicated in the agreed application.
* For seasonal decorations located in traffic sensitive areas where any occupation of the highway is necessary, the seasonal decorations should not be erected/maintained/removed during traffic sensitive times, keeping interference with traffic at a minimum (unless works are deemed to be an emergency).
* The applicant for the seasonal decorations shall indemnify the County Council (and all its agents) against all claims, demands, actions, proceedings, losses, costs, expenses and all outgoings whatsoever which may be brought against them or retained or incurred in consequence of the installation/use/maintenance and removal of any seasonal decorations installed by the applicant.
* The applicant shall during the life of this consent maintain a public liability insurance with an insurer approved by the County Council to the extent that such a cover is available in the UK insurance market against any claim for a sum of not less than £10,000,000 (ten million pounds) in respect of any one occurrence but otherwise unlimited in amount for any one year of insurance. A valid Certificate of Insurance in an approved format is to be completed by the licensee’s insurers or registered insurance brokers.
* Any other consent, which may be required in connection with the seasonal decorations, must be obtained by the applicant.
* Any seasonal decorations the County Council request to be removed by the applicant for whatever reason, will be removed in an agreed timely manner.
* The County Council reserves the right to remove any seasonal decorations at any time and without notice to the applicant.
* The County Council cannot guarantee any equipment installed in relation to the operation of seasonal decorations will be returned to the applicant. Any equipment installed is done so at the applicant’s risk in its entirety.
* Where the seasonal decorations require an electrical supply, the County Council does not guarantee that any equipment installed will receive a continuous electricity supply for the duration of the decorations’ operation.

By granting consent under Section 178 of the Highways Act 1980 is to import the provisions of sub-section (4) thereof under which in the event of a breach of any of the terms or conditions of the consent the offender is guilty of an offence and liable to a fine.

# Definitions: -

*Seasonal decorations*: are any attachments (hanging baskets, festive lighting, banners etc.) on or above the highway.

*Applicant*: is the individual or a group of individuals, a company or council who intend to install or maintain or remove any seasonal decorations on or above the highway.

*County Council*: is Suffolk County Council or its appointed agents and contractors.

# Useful Resources: -

**ADEPT - GUIDANCE ON THE INSTALLATION, OPERATION AND REMOVAL OF SEASONAL DECORATIONS**

<http://www.adeptnet.org.uk/sites/default/files/documents/Seasonal%20Decorations.pdf>

You will need to provide the following for each application;

* Evidence that competent electrical operatives hold current G39/1 accreditation for the safe withdrawal of cut out fuses
* Agreement of:
	+ Property owner
	+ Landowner
	+ Occupier
* Detailed scaled plan indicating locations of:
	+ Display Item
	+ Fixing Points
	+ Route of lighting span
* Detailed electrical details for
	+ Supply source
	+ Circuit protection
	+ Inspection certificates
	+ In-hours and out-of-hours contact numbers
* Copy of Written Energy Agreement (UMSO agreement)
* Copy of structural engineer’s reports and calculations.
* Copy of the anchorage and catenary register.
* Details of barriers for ground mounted decorations

**Public Liability Insurance**

The applicant must hold Public Liability Insurance to the value of at least £10 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** |  |
|  |  |
| **Signature** |  | **Date** |  |

Please return completed form and any additional information you may feel necessary to support your application to 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.

Lighting Column Datasheet for Hanging Baskets

**e**

**h**

**D**

**GL**

**D**

**h**

**GL**

|  |  |  |
| --- | --- | --- |
| **Details** | Hanging | Clamped |
| Number of baskets at same height |  | **Not required** |
| Basket weight each (watered) | **w** kg |  |  |
| Total basket with (watered) | **w** kg |  |  |
| Mounting height | **h** metres |  |  |
| Diameter | **d** metres |  |  |
| Eccentricity | **e** mm |  | **Zero** |
| Orientation | Under Column Bracket **00** |  | **Not required** |
|  | Right angles to Col Bracket **900** |  | **Not required** |
|  | Opposite Column Bracket **1800** |  | **Not required** |

**Note:** If a second or third basket is of different dimensions or height, please provide the data for each additional basket below.

Lighting Column Datasheet for Banners/Festive Motifs

**e**

**w**

**d**

**h**

**GL**

**Note:** This data sheet should be used for signs, decorations and banners.

It will be assumed the sign is rigid unless additional information is provided. For example, a banner supported along the top edge only, or three-point support so that the outer lower corner is free.

There are also spring-loaded sign supports for which full information will be necessary.

|  |  |  |
| --- | --- | --- |
| **Details (Tick as appropriate)** | **First Sign** | **Second Sign** |
| Sign Shape | Rectangular |  |  |
|  | Circular |  |  |
|  | Irregular (provide details separately) |  |  |
| Sign Weight | **w** kg: |  |  |
| Mounting Height | **h** metres: |  |  |
| **OR**Clearance to lowest point | metres |  |  |
| Eccentricity (if central e = 0) | **e** mm |  |  |
| Sign depth or diameter | **d** mm |  |  |
| Sign width if not circular | **w** mm: |  |  |
| Solidity % (solid = 100%) | **d** mm |  |  |
| If solidity is not known provide a sample, a photograph with scale or contact details of supplier. |  |  |
| Orientation of attached sign in relation to the lantern | Under column bracket **0 degrees** |  |  |
|  | Right angles to column bracket **90 degrees** |  |  |
|  | Opposite column bracket **180 degrees** |  |  |
| **Additional information** |

**For anything else;**

**(inc electrical apparatus on or over the highway not attached to an SCC asset)**

|  |  |
| --- | --- |
| **Attachment** **Description** |  |
|  |  |
| **Weight** |  |
|  |  |
| **Dimensions****(H X W xD)** |  |
|  |  |
| **Voltage** (if electrical supply from SL asset required) |  |
| **Temporary / Permanent** |  |
| **Site Plan Attached** |  |

**FOR SCC USE ONLY**

|  |  |
| --- | --- |
| Concession Cost |  |
| Site / Structural Survey Cost |  |
| SH Installation Cost |  |
| Traffic Management Cost |  |
| Other costs not listed above(specify below) |  |
| **Total of costs** |  |

|  |  |
| --- | --- |
| Application Approved |  |
| Approved by |  |
| Position of Approver |  |
| Date of Approval |  |
| Invoice No. (where applicable) |  |

**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.

**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.