



**Application to install Banners, Hanging Flower Baskets and Seasonal Decorations over the Highway under Section 178 of the Highways Act 1980**

I/We have read and agree to the terms and conditions attached and are applying for permission to erect . over the highway.

Detailed drawings and other supporting information will be required for technical review before application can be granted – see attached checklist

| <b>Contact Details for Applicant: (i.e. Town/Parish council)</b>   |      |  |                 |
|--|------|--|-----------------|
| Name:  |      |  |                 |
| Address  |      |  |                 |
| Daytime Telephone No.  |      |  |                 |
| Emergency 24 hours Contact No.   |      |  |                 |
| Contact email  |      |  |                 |
| <b>The Installation</b>  |      |  |                 |
| Proposed location of installations (street/town/street light number etc.)                                      |      |  |                 |
| Duration of installation   | From |  | To              |
|  |      |  |                 |
| <b>Appointed Contractor/Competent Person(s)</b>  |      |  |                 |
| If appointing a third party - provide contact details below  |      |  |                 |
| Name:  |      |  |                 |
| Address  |      |  |                 |
| Daytime Telephone No.  |      |  |                 |
| Emergency 24 hours Contact No.   |      |  |                 |
| Contact email  |      |  |                 |
| Is it proposed to have catenary wires stretched across the highway?  |      |  | Choose an item. |
| Is it proposed to have any electrical connection to Highway Authority equipment (e.g. street lighting column)? |      |  | Choose an item. |

|   |                 |
|---|-----------------|
| If yes, what professionally approved electrical body is the contractor a member of?         |                 |
| Is it proposed to mount any seasonal decorations onto lighting columns?                     | Choose an item. |
| If yes, please complete 'Application Form to hang banners, baskets and seasonal decorations |                 |

**The following documentation must be submitted a minimum of 10 weeks prior to installation.**

Completed Application Form and associated paperwork

- Terms and conditions – signed and dated by applicant to confirm they have been read and understood.
- All technical information including the completed attachment form (hanging baskets/sign/seasonal motif), a map/plan showing the location of the installations with street light numbers, dimensions, details of each installation.
- A signed written statement or an email from the applicant stating that your contractor/third party have demonstrated to you their operative's competency and qualifications including the person(s) who will complete the electrical connection and disconnection and the person(s) "switching on" the installation at any ceremony.
- If applicable, structural testing results in accordance with BE EN40 from competent contractor where seasonal decorations are attached to lighting columns.
- A signed written statement or an email from the applicant stating that all temporary traffic management proposals, arrangements for protection and segregation of the public and signing and guarding are in accordance with the latest version of Chapter 8 of the Traffic Signs Manual published by the Department of Transport (Safety at Street Works and Road Works – A Code of Practice (commonly known as the "red book")
- Proposed installation dates and final removal of the equipment, method statement and risk assessment covering installation and maintenance.
- Evidence of Public Liability insurance (£10 million).
- 24/7 emergency contact numbers; which may be used at any time and at all stages of the installation (there can be more than one contact if required).
- A statement of conformity for the complete installation, in accordance with BS 7671 (test certificates to follow upon installation).
- Copy of the applicants written energy agreement.
- Application fee of £50 per application or £50 per road/street (the length of an individual street may require an additional payment) where testing will be required.

Please send your completed application to [streetlighting@suffolk.gov.uk](mailto:streetlighting@suffolk.gov.uk) or

Suffolk Highways  
Street Lighting  
Phoenix House  
3 Goddard Road  
Ipswich  
Suffolk IP1 5NP

If you have any questions or queries, regarding your application, or any of the documentation, please contact us at [streetlighting@suffolk.gov.uk](mailto:streetlighting@suffolk.gov.uk)