

EAST SUSSEX HIGHWAYS S178 Licence Application to place Banners/Cables/Decorative Lighting/Bunting over the Highway

*All fields marked with * are mandatory*

The application is not valid (and no equipment should be placed on the highway) until you have received the Agreement Reference from East Sussex Highways

Section 1 – To be completed by the Applicant

Is this a new Application?

YES	NO (If no provide ESH Licence Number)	ESH NUMBER:
-----	---	-------------

Location Description *

Geo-location *

Lamp Column Number(s) *



If there is insufficient space, please include a separate sheet with application

Purpose of equipment to be installed

Full Name and Address of Applicant/Organisation *

Contact Telephone Number *

Emergency Contact Number when installation has taken place *

Email Address *

Proposed date of installation *

From:

To:

Proposed date of operation *

From:

To:

Section 2 – Declaration

I/we have read, understood and will comply with the Conditions of Licence supplied below:

- 1) The Conditions of Licence will be strictly adhered to.
 - 1.1 The applicant is to negotiate and secure all necessary way leaves or consents from owners of properties from which it is proposed to hang the banner/cables/decorative lighting or bunting.
 - 1.2 The banner/cables/decorative lighting or bunting together with any necessary poles, supporting wires, struts, stays or other incidental apparatus required in this application (referred to as “the said works”) are to be erected, maintained in position and subsequently removed by a competent contractor or other company working on behalf of the applicant.
 - 1.3 The applicant is to ensure that the mounting points for the banner/cables/decorative lighting or bunting are fully fit and secure for the purpose intended and will be responsible for arranging testing and certification of the mounting points from a specialist contractor. This will also include the testing of lighting columns proposed should they be deemed necessary. The results from such tests are to be sent to the relevant Divisional Office, as stated on the covering letter.
 - 1.4 Erection of decorative lighting, fixing of cables and electrical connections to lighting columns can only be done with the approval of our street lighting staff. Our staff may require structural testing of any lighting columns to be arranged by the applicant, in order to determine whether it will safely carry the imposed loads this will be chargeable to the applicant.
 - 1.5 Electrical connection work in lighting columns or highway feeder pillars can only be undertaken by an HEA approved operative holding the required competency to access the equipment. A test certificate will be required before final commissioning of the installation. A copy of the test certificate must be kept by the operative/and or applicant. The operative/installer will also need to complete section 3 of this application to ensure and confirm that the electrical points/connections are compliant with BS7671 of the Electrical Regulations.
 - 1.6 Because the energy used for decorative lighting will come from the mains supply, the person or company arranging the decorative lighting will need to enter into an agreement with UKPN, the regional electricity supplier and payment for energy used will have to be made to them.
 - 1.7 The banner/cables/decorative lighting or bunting is to be sited to give a clearance of not less than 5.1m above the carriageway so as

not to be a source of obstruction, danger or inconvenience to users of the highway and, until removed, to be maintained in good repair and condition free from defects.

- 1.8 The banner/cables/decorative lighting or bunting is to give minimal resistance to winds thereby avoiding a sail effect. (A light mesh material is recommended)
 - 1.9 The banner/cables/decorative lighting or bunting is to be taken down immediately after the event is over.
 - 1.10 The highway authority may remove any banner/cables/decorative lighting or bunting and take steps to recover its costs in so doing if any of these conditions are not complied with.
- 2 That Special Conditions that are set out in the East Sussex Agreement email will be strictly adhered when the licence is granted.
- 3 There is a licence fee as set down in the East Sussex Highways Fee Structure and that the application will not be processed until the payment has been made in full by debit/credit card, and understand that a pro forma invoice will not be issued, but a payment receipt will be sent via email at the time of collection.

Person to contact for payment (if not applicant)	
Phone number:	Email:

- 4 East Sussex Highways must be indemnified up to the value of £10 million by the Licensee from and against all actions and claims arising out of the erection of the banner, cables, decorative lighting or bunting.
- 5 We have submitted with this application copies of the following required documentation:

	TICK
Proof of £10m Public Liability Insurance	
Method Statement	
Risk Analysis	



New Road & Street Works Accreditation Proof for contractor(s)	
Completed Technical Expert Declaration (see Part 3)	
Wayleave(s)/consents	
Mounting Point Certification(s)	

Signed:

Name:

Date:

THIS LICENCE IS NOT VALID UNTIL YOU HAVE RECEIVED AN AGREEMENT REFERENCE NUMBER FROM EAST SUSSEX HIGHWAYS

Email: *	24 Hour Emergency Contact Number: *

Please complete and return this certificate with the application form and insurance documentation to the Licencing and Enforcement Office, East Sussex Highways, Ringmer Depot, The Broyle, Ringmer BN8 5NP
Tel No: 0345 60 80 193
Email: customer@eastsussexhighways.com