

Wiltshire Council

Application form for Section 178 Licences in connection with
Banners over the Highway

The Highways Act (section 178) requires you to have a licence to place banners and similar decorations over the road.

Section 1 - Applicant

Organisation/Company name:.....

Address of applicant:

.....
.....
.....

Postcode:.....

Contact name:.....

Phone number:.....

Email address:.....

Your emergency phone number (manned 24 hours a day 7 days a week)

.....

Section 2 – Application Details

Description of banner or other temporary fixture to be installed over the road:

Section 3 – Location of Installation:

Street(s).....
.....
.....

Town or village:.....

(Please attach a plan or sketch showing proposed locations or attach a separate sheet)

Section 4 – Installation

Details of who will be installing:

Name/company:.....

Address.....
.....
.....

Contact name:.....

Phone number:.....

Email address:.....

Date to be installed.....

Date to be removed.....

Section 5 – Insurance

Details of Insurance policy Name of insurer/type/cover and level of cover. (The minimum level of indemnity required is **£5 million** in respect of any one incident, unlimited in the number of claims):

.....
.....

Copy of Insurance to be submitted with application.

In submitting this document we confirm that we have read and understood the conditions below and that the information in this application is true and accurate. We shall inform Wiltshire Council of any changes to the information we have given in this application.

Signed:.....

Name:.....

On behalf of.....

Date:.....

Please print this application form, sign and return with copy of insurance certificate to:

Streetworks Team
Wiltshire Council
County Hall
Trowbridge
Wiltshire
BA14 8JN

Or email scanned version to:

streetworks@wiltshire.gov.uk

A decision regarding the application will be made as soon as possible. We may need to contact you if any clarification is needed.

Conditions of Installation of Banners over Highway

Where a request is received for the installation of decorations or banners on or above the public highway, the Highway Authority may grant permission in accordance with Section 178 of the Highways Act 1980 subject to the following conditions:

- 1 A written request complete with detail plans for permission to install decorations on or over the highway is to be sent to the Highway Authority a minimum of 4 weeks before erection work is to commence. The applicant must specify the period involved and the equipment must be erected and removed within a maximum period of 2 weeks before and after the period of use.
- 2 A copy of an insurance certificate is to be forwarded to the Highway Authority confirming that insurance is in place to indemnify the Authority against any third party claims arising from the installation, removal or operation of the decorations or banner. The minimum level of indemnity required is **£5 million** in respect of any one incident, unlimited in the number of claims.
- 3 The applicant must obtain permission from relevant property owners or others for the fixing of any banners.
- 4 Any damage caused to Highway Authority property by the installation, operation or removal of the decoration will be repaired by the Highway Authority and costs recovered from the applicant.
- 5 No decoration or its support shall project over the carriageway within 0.5 metres of the kerb face at a height less than 5.8 metres above the road surface. On certain specified high vehicle routes throughout the county the minimum mounting height is raised to 6.3 metres above the road surface, and obstructions are only allowed if the owner is prepared to remove the obstruction as and when required at their own expense. As the shipment of large loads can be carried out at short notice, in some cases removal could be required at short notice, which must be borne in mind by the installer.
- 6 Should the installation be restricted to a pedestrian only area a clear 2.5 metres headroom shall be provided over the area open to pedestrian movement.
- 7 No decorations spanning the highway are to be attached to any part of the highway or to any Highway Authority property such as street lighting columns, traffic signs, traffic signals and highway barriers and fences without specific testing and loading calculations being carried out.
- 8 Any decorations or banner over a road with spans greater than 3 metres are to be supported by means of a separate high tensile galvanised or stainless steel catenary. The maximum permissible distance between supports shall not exceed 10 metres. The catenary wire must be securely attached at each end and at any intermediate supports. The consent of the adjoining property owners to which the catenary is fixed must also be sought.
- 9 All brackets, clips, attachments etc. are to be manufactured from non-corrosive material (e.g. stainless steel) and shall be of sufficient size and strength to support the decoration when subjected to a mean hourly wind speed to 33 knots.

- 10 The applicant shall provide a telephone number manned 24 hours a day 7 days a week to provide a response within 2 hours to any dangerous on site situation involving the festive decorations or associated equipment.
- 11 The applicant shall, at his or her own expense, maintain the decorations or banner in good repair during installation, operation and until such time as the equipment is removed.
- 12 The applicant will be responsible for any replacement of the decorations and banner in the event of any damage arising from highway equipment being damaged or replaced or any other cause.
- 13 The applicant shall remove their equipment, at their own expense, immediately, if required to do so by the Highway Authority.
- 14 The Highway Authority reserves the right to remove any or all equipment, which in their opinion is unsafe or dangerous to the general public and recover the cost incurred from the applicant.