**Highways Act 1980 – Section 178**

**Application for consent to erect a banner, bunting or Christmas lights**

**Over a public highway, footway or grass verge**

**Important***:* Please complete this form in full using block capitals – failure to complete all sections may

result in unnecessary delays or refusal

Information regarding the latest roadworks and closures in Shropshire can be found at:

<https://shropshire.gov.uk/roads-and-highways/roadworks-and-road-closures/>

Name of applicant:

Address:

Post Code:

Telephone numbers:

Office hours: Outside of office hours:

Email address:

Name of contractor or organisation erecting and removing the banner, bunting or lights:

Address:

(if different from above)

Post Code:

Telephone numbers:

Office hours: Out of office hours:

Name of event to be advertised:

Date and time of event:

Type of event: (please delete as appropriate)

Sport Cultural Charity Recreational Other (Please Specify)………………………..

Precise location of banner, bunting or lights:

(including building name, number, street and postcode)

O.S 12 digit reference:

Method of fixture/attachment:

Dates for which consent is required:

**Both dates inclusive** From: To:

**Please note that at least 10 working days’ notice is required**

Public liability insurance details:

Name of insurer:

Policy number: Expiry Date:

Cover (£5m minimum)

**Copy of Public Liability Certificate to be provided with application form**

**Important note:** Your attention is drawn to the **General conditions**, attached to this form which will apply if permission is granted. **Special conditions** may be required in certain circumstances –please read your permit/licence fully for more information.

The applicant is responsible to ensure they are in receipt of permission before the erection of banners, bunting or lights over a public highway, footway or grass verge.

Print Name: Date:

Signed:

**This application may be subject to a fee – please contact using details below to confirm**

Please return completed form to the postal or email address listed below:

**Street Works**

**Highway & Transport Team**

**Shropshire Council**

**107 Longden Road**

**Shrewsbury**

**Shropshire**

**SY3 9EL**

**streetworks@shropshire.gov.uk**

**For enquires please call: 0345 678 9006**

**For details about how Shropshire Council stores your information please see our privacy notice:**

[**https://www.shropshire.gov.uk/media/12706/how-do-we-use-your-data.pdf**](https://www.shropshire.gov.uk/media/12706/how-do-we-use-your-data.pdf)

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| Please read this sheet and the attached specification carefully:  **Conditions and regulations for the erection of banners, bunting and Christmas lights over footpaths and carriageways** Highways Act 1980, Section 178 **Conditions and regulations for the erection of temporary signage on footpaths and carriageways**   1. That the signs shall be erected in approved suitable positions, and in every case during the progress of the work, traffic must not be impeded.  Where a sign overhangs the footway, a minimum height clearance of 2.1 meters must be maintained. (2.3 meters where a cycleway is present). Similarly, there must be a minimum clearance from sign to edge of carriageway of 450mm. Signs shall not be further than a half mile or two junctions from the development and there shall be no more than three signs per development.
2. Please ensure that during erection of the signs that the needs of pedestrians, especially visually handicapped and disabled people and persons with prams or wheelchairs, are borne in mind.
3. The temporary signs must not obscure any traffic signs or signals, interfere with illumination from a street light or restrict motorists’ visibility or be fixed to posts with regulatory traffic signs, traffic signals, warning signs or bus stops. Signs **cannot** be fixed to lighting columns where there are other signs present or if there are signs of rust or other structural defects. A visual inspection must take place prior to fixing and it is recommended that inspections are undertaken by an approved contractor. The maximum size of a sign on a street lighting column **is 0.3m2.**
4. The persons executing such works shall be responsible for all accidents and damages to either property or persons occasioned by or resulting from their operations.
5. The applicant shall indemnify Shropshire Council and provide insurance in the sum of £5,000.000 against any accidents or claims which may arise or be attributable to the presence of the signs either during the time they are being erected or taken away and while the signs are in position.
6. Signs shall not be erected or removed between the hours of **8.00 am and 6.00 pm Monday to Saturday inclusive**.
7. Signs shall be in accordance with Traffic Sign Regulation Design and General Directions, 1994 Diagram 2701 Section 7, Part VIII (as outlined below) with an X height of not more than**62.5 millimeters**.
8. Signs can only be permitted for a period between the commencement of work on the site sub structure to not longer than 6 months. An extension may be granted for a further 6 months if less than 8o% of properties have been sold. Signs must be removed when site has matured or 8o% or more have been sold.  This date needs to be agreed prior to the signs being erected.
9. In the event of the applicant breaking any of the aforementioned conditions or, if the Street Works Team directs on the grounds of safety to users of the public highway, the applicant will remove all signs upon receipt of a request to do so from the Street Works Team (either verbally or in writing) within such time limit as the Street Works Team may direct.
10. ILP guidelines must be followed. Any Electrical Assets/Lighting that may be impacted by the proposed application will need to be assessed and approved by the Council for the steps that will need to be taken to assure safe working practice and continued full compliance of the Councils obligations. This will be agreed and signed off at the time of the application by all parties concerned with all costs associated with the required amendments/changes covered by the applicant. Any damage caused as part of the application will be rectified by the applicant at no cost/detriment to the Authorizing Authority. Any non-compliance of this requirement could lead to the rejection of the application and/or legal proceedings to retrieve any costs attributed to the Authority.
11. That the signs for an event are taken down within one week of the completion of the event.
12. Shropshire Council reserves the right to alter or amend these conditions at any time.
13. Shropshire Council reserves the right to remove any unauthorized signs from the public highway. (If Shropshire Council is called out to do this or to remove damaged signs in an emergency the applicant will be charged the appropriate rate for their removal) in accordance with the Highways Act 1980 Section 132.
14. A fee of £90.00 is payable per 6 months and renewal of your application should therefore be made on or before the expiry of your current application.

  Shropshire Council reserves the right to alter or amend these conditions at any time.  |

**BANNER DESIGN / SIZES**

1. Banners

 4 metres

 Max length 4 metres

 Max height 0.85 metres

 0.85 metres

1. **Eyelets**

 Max 0.5 metres apart To be at top and bottom of

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 banner

 Eyelets 0.5 metres apart

1. **Edges**

 Edges of banners to be folded over and stitched This prevents the banner

 ripping at the edges

 Edges folded over and

 stitched to strengthen

 banner

Please Note: Banners that do not meet the above requirements will not be accepted by Shropshire Council