

## EAST SUSSEX HIGHWAYS

### Licence to place Banners/Cables/Decorative Lighting/Bunting over the Highway

**Section 1 – To be completed by the Applicant**

<b>Location of Banner / Cable / Decorative Lighting / Bunting (including Geo location)</b>	<b>New Application / Renewal (delete as appropriate)</b>		
<b>Purpose of Banner / cable / Decorative Lighting / Bunting</b>			
<b>Full Name and Address of Applicant and Organisation</b>	<b>Operative dates</b>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"><b>From</b></td> <td style="padding: 5px;"><b>To</b></td> </tr> </table>	<b>From</b>	<b>To</b>
<b>From</b>	<b>To</b>		
<b>Emergency telephone number</b>			

I have read, understood and will comply with the Conditions of Licence supplied to me.  
 I have included way leaves/consents, mounting point's certification of technical expert and public liability insurance as requested.

<b>Signed:</b>	<b>Telephone:</b>
	<b>Email:</b>
<b>Name:</b>	<b>Date:</b>

East Sussex Highways, pursuant to the powers conferred by Section 178 of the Highways Act 1980 hereby grants permission to the above applicant in accordance with the above dated application for the operative period as stated above (or as shown in the special conditions) subject to the following:

1. The Conditions of Licence being strictly adhered to.
2. The licence fee has been paid prior to processing of the licence. Please see the current ESH fee structure on <https://www.eastsussexhighways.com/application-forms>.
3. Compliance with additional Special Conditions (if any) outlined in the space below (unless the renewal box is ticked above. In this instance, the special conditions attached to the original Licence application).
4. The Council is to 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, you are required to submit proof of this prior to the commencement of the work along with a copy of your £10 million public liability insurance.



**THIS LICENCE IS NOT VALID UNTIL SECTION 2 IS COMPLETED**

**Section 2 – to be completed by Network Management**

<i>Special conditions:</i>	
<i>Signed:</i>	<i>Date:</i>

For and on behalf of the Team Manager – Network Management

Insurance & indemnity checked:			Yes / No		
<b>Agreed:</b>	<b>Yes / No</b>	<b>Licence No:</b>		<b>Renewal:</b>	<b>Yes / No</b>
<b>Assessed by:</b>		<b>Network:</b>			

## East Sussex Highways

### Suspension and Attachment of Banners/Cables/Decorative Lighting or Bunting

#### Certification of Technical Expert

I hereby certify that I have inspected the attachments and mounting points in respect of the application for the Banner/Cables/Decorative Lighting or Bunting located at:

and, am satisfied with their installation and operation to a standard that ensures that the Banners/Cables/Decorative Lighting or Bunting are affixed in a proper and safe manner so as to not cause a danger to the public.

Signed \_\_\_\_\_

Name \_\_\_\_\_  
(Technical Expert)

Company \_\_\_\_\_

Contact no \_\_\_\_\_  
(24hrs)

The Technical Expert will have overall responsibility for the safety of the attachments/Installations/operation and will be available to receive emergency calls at any time day or night, during the period when the attachments are being erected and attached, operated and being removed.

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**Please complete and return this certificate with the application form and insurance documentation to the Network Management Office, East Sussex Highways, Ringmer Depot, The Broyle, Ringmer BN8 5NP**  
Tel No: 0345 60 80 193  
Email: [customer@eastsussexhighways.com](mailto:customer@eastsussexhighways.com)

## Conditions of Licence

1. The applicant 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.
2. The banner/cables/decorative lighting or bunting together with any necessary poles, supporting wires, struts, stays or other incidental apparatus required in connection with the event (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.
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. The results from such tests are to be sent to the relevant Divisional Office, as stated on the covering letter.
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.
5. Electrical connection work in lighting columns or highway feeder pillars for East Sussex Highways Services’ street lighting contractor, who will ensure the connections are made safely at the correct points, can only carry out decorative lights. There will be a charge for any work we arrange and/or supervise in this respect.
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.
7. East Sussex Highways is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of, or in any way incidental to, the said works, their maintenance and use. £10 million public liability insurance is required and proof of this has to be sent to the relevant Network Office, as stated on the covering letter, prior to works commencing.
8. The content and siting of the banner/cables/decorative lighting or bunting is to be agreed with the relevant Network Office, as stated on the covering letter prior to works commencing.
9. 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.

10. 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)
11. The banner/cables/decorative lighting or bunting is to be taken down immediately after the event is over.
12. 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.