

BEFORE MAKING AN APPLICATION PLEASE READ THE APPLICATION PACK FULLY – ALL DETAILS ALONG WITH THE APPLICATION FORM ARE ON THE PARISH AND COMMUNITIES WEBSITE

Do I need to contact highways if want to attach something to a lamp post or building that is next to the highway?

Yes. If you wish to hang anything across or on the highway you will need a licence. You will need to contact Leicestershire County Council for an application form.

We wish to hang some Christmas decorations on hooks that are attached to a private property, the property is next to the highway. Do we still need a licence?

Yes. If it is possible for the decorations to fall onto the highway you will still need a licence regardless if it is private property.

How long will it take for a licence to be issued?

Please allow 8 weeks for a licence application to be processed. You would not be able to hang anything on or over the highway until the licence is issued.

How much does a licence cost?

The licence is free; however, you will need to pay for a structural test as proof that your proposal is safe - this is required as part of the application process.

How long does the licence last?

A licence is in place for the length that you state the attachments will be up for. So, you would not be able to use the same licence that was in place for Christmas decorations for hanging baskets during the summer or for the following Christmas.

What information do I need to have before I apply for a licence?

As part of the application you will need the following information:

- Details of whoever is installing the attachments etc. e.g. who will be hanging up the lights and evidence that they are certified to work on the highway.
- Detailed drawing/plans of the proposals.
- Evidence from a structural engineer that where you want to hang/make an attachment can carry the additional weight and strain.
- Details of any electrical supply that will be needed and where this will be come from.

Will i need to have a new structural test every time I apply for a licence?

No, providing the evidence is in date and covers the weight/pressures that your proposal will cause.

How long will a structural test report be valid for?

It depends. It will vary according to the type of structure being tested and what it is being tested for. A re test date will be provided by the engineer as part of the structural test.

Can anyone hang the decorations or baskets up?

No. Full details of who can work on the highway are available in the application pack.

Can the County Council carry out the structural test for us?

No, we do not undertake our own structural tests. We contract these out.

Can you organise our tests for us using your contractor?

We can – however we have found that in most cases it is cheaper and more efficient if you do this yourself.

Why do your structural tests not cover us to hang things on the lamp posts?

The tests that we have done are to cover us for the reason we are using the structure; this will not include any additional attachments.

Before we pay for test is there any types of lamp post that you would not let us hang something from?

Yes. Attachments will not be allowed on lamp posts that are made of the following:

- concrete;
- cast iron;
- aluminium; or
- glass reinforced polyester (GRP)

We will also not provide a licence for hinged lighting columns or for any columns that already have an attachment on them, such as litter bins, banners, signs etc.

Who can do our structural tests for us?

A list of contacts for companies that can carry your structural testing is provided with the application pack.

Do I need insurances?

Yes. You will need to provide evidence of insurance of a minimum of £5 million Public Liability Insurance for any one event.

What will happen if I carry on with my plans without a licence?

We will either take them down or ask you to take them down. If we have to remove them, we will recharge the removal fee.