

Guidance – Licencing of apparatus over, along or across a public highway (S178)

This guidance covers any apparatus that you may propose to attach to a street lighting column owned by Leicestershire County Council. Such apparatus may include (but not be limited to):-

- hanging baskets
- seasonal decorations
- banners
- CCTV cameras
- ANPR cameras
- vehicle activated signs
- speed indicator devices
- wi-fi equipment
- catenaries (a system of overhead wires above the highway used to support electricity cables)

Licencing process

You are reminded that should you wish to install any apparatus over, along or across a public highway at any time, you will need to apply for a licence from the Council in accordance with Section 178 of the *Highways Act 1980*.

The Council's protocol is based on *Professional Lighting Guide 06 (PLG06) - Guidance on the Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments* - published by the Institution of Lighting Professionals. The protocol places an emphasis on safety, particularly in respect of testing and inspection of equipment, the use of safe working practices and low risk electrical equipment.

The Council also needs to ensure that you have made appropriate arrangements to pay for the energy used by your decorations - you will be committing an offence if you fail to do so - and to remind you of your obligations under health & safety legislation.

There is no charge for this service.

Application process

The application procedure is now available on-line - please follow this link to view the form and its accompanying guidance: -

<https://resources.leicestershire.gov.uk/roads-and-travel/parishes-and-communities/attachments-to-highway-lighting-columns>

It is important that you read the guidance before starting the application process, as there are several mandatory pieces of information required before the system will accept your submission.

Your application must be received ***at least 8 weeks in advance of the proposed installation date***. The Council will endeavour to process your application as soon as practicable thereafter. Late applications risk not being approved in time for your event.

THE COUNCIL DOES NOT INTEND SENDING OUT FUTURE REMINDERS TO YOU FOR HANGING BASKETS OR SEASONAL DECORATIONS, SO PLEASE KEEP THIS NOTIFICATION FOR YOUR RECORDS.

If you have any queries regarding your application, please contact the Customer Service Centre using the details below:

Customer Service Centre Team

Customer Service Centre, Leicestershire County Council County Hall, Glenfield, LE3 8ST

Telephone: 0116 3050001

Email: highwayscustomerservices@leics.gov.uk

www.leicestershire.gov.uk