

Seasonal Decorations – Licence Application Guidance Note

Introduction

Nottinghamshire County Council recognises the enjoyment and benefits that seasonal decorations bring to local communities. In updating the Policy relating to seasonal decorations, the Authority is aware that the new requirements may seem overly bureaucratic to those wishing to install decorations. Unfortunately such installations are generally considered to be high risk, with overhead decorations and electrical equipment. Compliance with the new Policy will therefore help safeguard the interests of the Applicant, Authority and the general public.

The Policy has been updated to fully incorporate the requirements of the Code of Practice for the installation, Operation and Removal of Seasonal Decorations produced by the County Surveyors Society and Institution of Lighting Engineers. A copy of this Code will be required by Applicants for reference to complete an Application, and the 'Definitions' on page v and vi of the Code will require initial consideration. Copyright restrictions prevent this document being reproduced, though copies can be viewed or obtained through the Authority or purchased directly from the Institution of Lighting Engineers on Tel. 01788 576492 or www.ile.org.uk online in the 'shop/general publications' page for £45 for non-members (£40 for members).

The Application

The requirements of the Code of Practice may at first appear daunting, however the Application Form has been developed to guide the applicant through them. The form is split into 10 Parts, with each Part posing questions and making reference to the relevant paragraphs in the Code. A fully completed Application Form will help ensure all the requirements are met. If the Application is approved, a Highways Act Section 178 Licence Consent will be issued by Nottinghamshire County Council for a maximum period of 3 months – see draft Licence attached. New Applications must be submitted for each subsequent period, for example each year for Christmas Decorations. Applicants should not underestimate the amount of time and work required to complete the application, particularly for large installations. Applicants are therefore advised to start considering the requirements well in advance of the proposed installation. The following time table is recommended as a guide:

6 to 12 Months in Advance of a Proposed Installation

- Read the Code of Practice
- Consider your installation proposals
- Use the Application Form to help you plan
- Approach relevant organisations for the information and documentation required for the application
- Consider the need for any permanent equipment you may wish to be installed (these requests are subject to a separate licence application and will take additional time to process)
- Discuss any issues about the application process with the Highway Authority
- Consult with interested parties to resolve any issues

6 Months in Advance of a Proposed Installation

- For complex applications or significant changes to a previous application, consider submitting your application (in draft form if necessary)

3 Months in Advance of a Proposed Installation

- Complete the application, ensuring all supporting information is attached
- Submit your application

Application Charge

There continues to be no application fee for Applicants which incur costs to the Authority of less than £500. However for larger or more complex applications which incur costs of greater than £500 (for structural, electrical and traffic management checking), the full estimated cost will be charged to the applicant on receipt and consideration of every Application. (Please note; this position will be reviewed in annually as part of the County Council Annual Charging for Transportation Services Report.

Any Questions?

If you have any questions about your application, in the first instance please call the local Nottinghamshire County Council Highways Office Administration Team (numbers below) who will put you through to the relevant Highway Officer.

For areas in:

Mansfield and Ashfield call Etwall House Highways Office Tel. 01623 443939

Bassetlaw call Retford Highways Office Tel. 01777 704851

Newark and Sherwood call Newark Highways Office Tel. 01636 673625

Broxtowe, Gedling and Rushcliffe call Gamston Highways Office Tel. 0115 8786062