**Application to install Seasonal Decorations and other adornments over the Highway - Under Section 178 of the Highways Act**

I have read and agree to the terms and conditions attached and are applying for permission to erect Seasonal Decorations/hanging baskets etc. over the highway.

1. **Contact Details**

|  |  |  |
| --- | --- | --- |
| **Organisation** | Click here to enter text. | |
| **Address (Including Postcode)** | Click here to enter text. | |
| **Contact name** | Click here to enter text. | |
| **24hr Contact number** | Click here to enter text. | |
| **Contact Address** *(if different from above)* | Click here to enter text. | |
| **Email address** | Click here to enter text. | |
| **Location address\*** | Town Click here to enter text. | Road name Click here to enter text. |
| **Street lighting ref numbers\*** | Click here to enter text. | Click here to enter text. |

1. **The Installation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates attachment in place** | From: Click here to enter a date. | | | To Click here to enter a date. | | | |
| **Is it proposed to have catenary wires stretched across the highway?** *(tick where appropriate)* | | | | **YES** | | **NO** | |
| **Is it proposed to have electrical connection to Highways Authority Equipment?***(e.g. street lighting column)* | | | | **YES** | | **NO**  *(continue to section C)* | |
| **Electrical Requirements** | Voltage Click here to enter text. | | | Wattage Click here to enter text. | | | |
| **Is this to be carried out by** *(tick where appropriate)* | **Appointed Contractor/ Competent Person(s)** | |  | **VIA** (on behalf of NCC the Highway Authority) | | |  |
| **Fitting contractor details** *(if appointing contractor)* | Name Click here to enter text. | | | Address *(including postcode)*  Click here to enter text. | | | |
| Telephone/Mobile  Click here to enter text. | | | Email  Click here to enter text. | | | |
| **Professionally approved electrical body contractor is member of** *(NIC EIC, ASLEC,EAC, HEA, or other approved body)* | | Body  Click here to enter text. | | | Membership Number  Click here to enter text. | | |
| **Public Liability Insurance** | Insurance Company  Click here to enter text. | | | Amount  Click here to enter text. | | | |
| **Energy account details** | Account with  Click here to enter text. | | | Account Number  Click here to enter text. | | | |

\*A schedule may be submitted for multiple locations, with the same type/style of attachment.

1. **Baskets/Banners etc.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Does the installation include baskets or banners** *(tick where appropriate)* | | | **YES** | | | **NO**  *(continue to section D)* |
| **Total number of baskets/banners** | | BasketsClick here to enter text. | | BannersClick here to enter text. | | |
| **Brief description of basket content** | Description Click here to enter text. | | | | Weight when wet Click here to enter text. | |
| **Brief description of banners** | Description Click here to enter text. | | | | Size Click here to enter text. | |

1. **Undertaking**

***Please Note: Detailed drawings and other supporting information will be required for technical review, before application will be granted***

I agree to pay NCC (if required - see note regarding Structural testing costs) for structural testing to be carried out on our behalf

Signed Click here to enter text. Date Click here to enter a date.

Authority Click here to enter text.

Position Click here to enter text.

**Additional information in support of the application**

Before a license application is considered we will require the following documentation:

**All Applications**

* A supporting letter from the relevant town/community council (if separate from the applicant).
* All technical information including a map showing the location of the installations with column numbers, and technical data outlining the specification of the equipment to be installed.
* Details of the proposed contractor.
* Proposed installation dates, method statement and risk assessment covering installation, maintenance, temporary traffic management proposals, arrangements for protection and segregation of the public, signing and guarding, and final removal of the equipment.
* Proof of the proposed Contractor’s “indemnity to principal” insurance to a value of at least £5,000,000. (see G.2.0 of Terms & Conditions).
* 24/7 emergency contact numbers; which may be used at any time and at all stages of the installation (there can be more than one contact).
* Catenary Wires: Details and results of any tests carried out, or confirmation that tests are to be carried out (providing dates of when they are to be carried out), and providing the results when requested by authority.

**Applications Requiring Electrical Installation**

* Application Form (required 8 weeks prior to installation).
* Terms and conditions – signed and dated by **Operator** to confirm they have been read and understood.
* Proof of competency and qualifications of the contractors operatives, including the person who will complete the connection and disconnection (the **Authorised person**).
* A statement of conformity for the complete installation, in accordance with BS 7671 (Test certificates to follow upon installation).
* Copy of the WPD Unmetered Certificate

**Definition of Roles:**

|  |  |
| --- | --- |
| **Operator:** | Proposed holder of Licence - Person/organisation responsible for installation and maintenance of the seasonal decorations (i.e. could be Town/Parish Council, event manager or contractor). |
| **Contractor:** | Competent person/organisation installing and maintaining the seasonal decorations  (i.e. electrical contractors/installers). |
| **Competent person:** | Person qualified to carry out installation/maintenance/testing of seasonal decorations. |
| **Authorised person:** | A person operating under the direct instruction of the Highway Authority (NCC). |

**If you have any questions or queries, regarding your application, or any of the documents within the seasonal decorations pack, please contact us at the email address below for guidance.**

**Please send completed Applications to the address below.**

licences@viaem.co.uk