

DERBYSHIRE COUNTY COUNCIL - Place

Application for a licence, under s115e of Highway Act 1980, to site an amenity object in the Public Highway

PLEASE NOTE – A fee of £100 will be applied by Legal Services to each licence approved and issued for applications received on/after 22 November 2021.

No payment should be sent with application, no fee will be charged if an application is declined.

Before you apply:

1. You are advised not to purchase any sign or item until you have confirmed it complies with the necessary requirements
2. Check that your Council carries Public Liability Insurance of at least £5m to cover your responsibility for an item placed within the Public Highway
3. Liaise with your local District/Borough Planning Department to check whether planning or conservation area consent is required
4. For signs – check your supplier holds the relevant National Highway Sector Scheme (NHSS) accreditation for sign design and manufacture as well as current ISO 9001. Copies of certification must be provided with your application. This ensures the sign is to the correct standard for placing within the public highway. Signs should be labelled on the reverse providing details of manufacture.
5. For signs - check your installer has Public Liability Insurance of at least £5m (Evidence to be provided with application) and the relevant Street Works Qualification (SWQR) to undertake excavation within the Public Highway (Details to be provided at the end of this form).
6. For all other items, e.g. planters – ensure that your installer is aware of the need to work safely in the Public Highway and adopts safe practice, i.e. necessary traffic management measures, high visibility clothing, etc.
7. If your proposed site is to be adjacent to a road subject to a speed limit of 50mph or above, the item is required to be constructed of material that complies with additional safety regulations and is likely to cost more than regular design materials. The County Council's Traffic and Safety Team can advise for proposals at these locations. However, please be aware that it is more likely to be rejected due to the necessary additional restrictions.

General notes:

8. The County Council as Highway Authority would generally provide standard village entrance signs, designed in accordance with current traffic signs regulations. In this case the sign would become part of the highway asset network i.e. the County Council's responsibility to maintain thereafter. However the County Council would not fund any bespoke design. Such signs would remain your responsibility to maintain.

9. Should the County Council be requested to attend to an item damaged in an accident, associated costs may be recharged to the owner of the item.
10. The sign may contain a descriptive message i.e. Historic Market Town but no advertising
11. Attachments to street lighting columns are restricted in size due to additional loading on the column. Signs with a face area exceeding 0.32m² may require additional posts. Hanging baskets on lighting columns are not covered by this licence; please visit the County Council's website
https://www.derbyshire.gov.uk/transport_roads/roads_traffic/street_lighting/decorations/default.asp
12. This application form is not intended to be used for the provision of benches. However permission for benches can be granted under the Public Health Act and a separate application form is available for this. Please contact highways.hub@derbyshire.gov.uk for further details.
13. During the application process, the County Council will contact utility companies to ensure that your proposals do not affect underground/surface/overhead assets
14. The process may involve advertising your proposals on site and in a local shop for 28 days. This is to be undertaken by the applicant. You will be provided with the necessary notices and instruction if your application is approved.

LOCATION OF AMENITY

Road/Street Name

Village/Town

***Please attach a location plan/map and marked photo (if possible) indicating the exact site of the proposed amenity. Maps should be marked to scale where possible.**

DESCRIPTION OF AMENITY (e.g. planter, village entrance sign etc)

PROPOSED DATE OF INSTALLATION (Please be aware that due to advertising proposals on site, the timescale for deciding applications could be up to 12 weeks)

FOR SIGNS:-

- 1.1 All materials must comply with this specification and any additional requirements set out in:

- A. Traffic Signs Regulations and General Directions 2016
 - B. Traffic Signs Manual
 - C. Department of Transport - Manual of Contract Documents for Highway Works - Specification for Highways Works
 - D. BS873: part 6: 1983 – withdrawn, replaced by BS EN 12899-1:2007
 - E. BS873: part 7: 1984 – withdrawn, replaced by BS 8442:2015, BS EN 12899-1:2007, BS EN 1463-1:2009
- 1.2 Posts shall be steel tubular or rectangular hollow section complying with BS EN 10210-2:2019 and BS EN 12899-1 2007 shall be manufactured from steel complying with S275J0 or S275J2.
 - 1.3 Posts are to be prepared by shot blasting to SA 2.5/3.
 - 1.4 Posts shall be rust-proofed and the internal surface shall have a coating of bituminous paint.
 - 1.5 Post shall be hot dipped plastic coated in accordance with the method specified in BS873. Part 6. 1983, Clause 5.1.1.3. (See “D” above) Colour BS381C Aircraft Grey reference 693, to approximately 0.5mm thick.
 - 1.6 The finished coated post shall give good impact resistance whilst maintaining elasticity and shall not suffer from brittle fracture or temperatures of -10°C.
 - 1.7 Post caps shall be plastic in the colour to match the plastic coated posts. Steel base plates shall be finished as specified in BS873, part 6. (see “D” above) Posts should not be galvanised and should be grey powder-coated

Excavation depth for posts

Fixing details for posts

Post type

Post diameter

Post length (above ground)

Post wall thickness

Sign height at highest point

Sign height at lowest point (min 2.3m to be available for pedestrians/cyclists to pass under high level signs)

Distance from edge of sign to edge of carriageway (min 500mm)

Fixing details for sign

Method of proposed Traffic Management during installation (Please note additional permission may be required dependent on nature of works)

Please also submit sign design showing x-height, colour, material and dimensions

FOR PLANTERS/OTHER ITEMS:-

Size/dimensions (width/length)

Height

Expected height with plants (usual maximum height restriction is 500-600mm from level of carriageway)

Distance from edge of carriageway (min 500mm)

If on footway, width of footway available for pedestrians (min 1.2m)

Fixing methods (if applicable)

Construction Material

Any additional information relevant to proposed item

DETAILS OF APPLICANT

Council

Address

Phone number

Email

Signed (authorised person on behalf of Council)

Print Name Date

Position in Council

DETAILS OF CONTRACTOR

Company

Contact

Address

Telephone

Email

Full Name of Installer

SWQR details of Installer

Please return to: highways.hub@derbyshire.gov.uk or Highways Hub (Room 199B), Place Department, County Hall, Matlock, Derbyshire DE4 3AG