



## Highways, Transportation and Waste Streetworks

### East Kent

Ashford Highway Depot, Henwood Industrial Estate  
Javelin Way, Ashford, TN24 8AD  
Tel: 03000 418369 – Fax: 03000 422835

### Mid Kent (Canterbury & Swale)

Faversham Highway Depot  
Canterbury Road, Faversham, ME13 8LY  
Tel: 03000 418338 – Fax: 03000 422833

### Mid Kent (Maidstone and Tonbridge & Malling) and West Kent

Aylesford Highway Depot, St Michaels Close  
Aylesford, ME20 7BU  
Tel – Mid Kent (Tonbridge & Maidstone): 03000 418333  
Tel – West Kent: 03000 418319  
Fax: 03000 422833

**KCC Highways Contact Point: 03000 418181**

Dear Sir / Madam

### Placing of Banners / Cables/Decorative Lighting/Bunting over the highway

I refer to your request for information on the above. A licence has to be obtained from KCC Highways, Transportation and Waste to permit the placing of banners / cables / decorative lighting or bunting over the highway.

Enclosed are:

- An application form for a licence to be completed and returned to the above address
- A copy of the Conditions of Licence (BC2) relating to the activities
- A certification of technical expert

There currently is no charge for processing an application.

Once the completed application form has been assessed we will reply to you with our decision.

Yours faithfully

**Toby Howe**  
Senior Highway Manager  
Highway Operations



**Licence to place Banners/Cables/Decorative Lighting/Bunting over the Highway**

**Section 1 – To be completed by the Applicant**

<b>Locations of Banner/Cable/Decorative Lighting/Bunting</b>	New Application	<input type="checkbox"/>
	Renewal	<input type="checkbox"/>
<b>Purpose of Banner/Cable/Decorative Lighting/Bunting</b>		
<b>Full Name and address of organisation</b>	<b>Operative dates</b>	
	<b>From</b>	<b>To</b>
<b>Emergency Telephone Number</b> .....		

I have read, understood and will comply with the Conditions of Licence (Form BC2) supplied to me. I have included wayleaves/consents, mounting points certification of technical expert and public liability insurance as requested.

Name: ..... Tel No: ..... Fax No: .....

Signed: ..... Date: .....

Kent County Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city councils or statutory regulators for compliance and monitoring purposes as necessary.

The Council, pursuant to the powers conferred by Section 178 of the Highways Act 1980 hereby grants permission to the above applicant in accordance with the above dated application for the operative period as stated above (or as shown in the special conditions) subject to the following:

1. The Conditions of Licence (Form BC2) being strictly adhered to.
2. Compliance with additional Special Conditions (if any) outlined in the space below (unless the renewal box is ticked above. In this instance the special conditions attached to the original Licence application).
3. The Council is to be indemnified up to the value of £5 million by the Licensee from and against all actions and claims arising out of the erection of the banner, cables, decorative lighting or bunting, you are required to submit proof of this prior to the commencement of the work along with a copy of your £5 million public liability insurance.

**THIS LICENCE IS NOT VALID UNTIL SECTION 2 IS COMPLETED**  
**Section 2 – To be completed by the Streetworks Team**

Special Conditions: .....

Signed: ..... Date: .....

For and on behalf of KCC Highways, Transportation and Waste

Insurance & indemnity Checked:	Yes / No	
Agreed:	Yes / No	Licence No: ..... Renewal: ..... Y / N

Assessed by ..... Street Works Team

Tel No: ..... Fax No: .....



### **Conditions if Licence (Form BC2)**

1. The applicant to negotiate and secure all necessary wayleaves or consents from owners of properties from which it is proposed to hang the banner/cables/decorative lighting or bunting.
2. The banners/cables/decorative lighting or bunting together with any necessary poles, supporting wires, struts, stays or other incidental apparatus required in connection with the event (referred to as “the said works”) are to be erected, maintained in position and subsequently removed by a component contractor or other company working on behalf of the applicant.
3. The applicant is to ensure that the mounting points for the banner/cables/decorative lighting or bunting are fully fit and secure for the purpose intended and will be responsible for arranging testing and certification of the mounting points from a specialist contractor. The results from such tests are to be sent to the relevant KCC Highways, Transportation and Waste Office, as stated on the covering letter.
4. Erection of decorative lighting, fixing of cables and electrical connections to lighting columns can only be done with the approval of our street lighting staff. Our staff may require structural testing of any lighting columns to be arranged by the applicant, in order to determine whether it will safely carry the imposed loads.
5. Electrical connection work in lighting columns or highway feeder pillars for decorative lights can only be carried out by KCC Highways, Transportation and Waste’ street lighting contractor, who will ensure the connections are made safely at the correct points. There will be a charge for any work we arrange and/or supervise in this respect.
6. Because the energy used for decorative lighting will come from the mains supply, the person or company arranging the decorative lighting will need to enter into an agreement with EDF, the regional electricity supplier and payment for energy used will have to be made to them.
7. The Kent County Council (KCC) is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of, or in any way incidental to, the said works, their maintenance and use. £5 Million public liability insurance is required and proof of this has to be sent to the relevant KCC Highways, Transportation and Waste Office, as stated on the covering letter, prior to works commencing.
8. The content and siting of the banner/cables/decorative lighting or bunting is to be agreed with the relevant KCC Highways, Transportation and Waste Office, as stated on the covering letter prior to works commencing.
9. The banner/cables/decorative lighting or bunting is to be sited to give a clearance of not less than 5.5m above the carriageway so as not to be a source of obstruction, danger or inconvenience to users of the highway and, until removed, to be maintained in good repair and condition free from defects.
10. The banner/cables/decorative lighting or bunting is to give minimal resistance to winds thereby avoiding a sail effect.
11. The banners/cables/decorative lighting or bunting is to be taken down immediately after the event is over.
12. The highway authority may remove any banner/cables/decorative lighting or bunting and take steps to recover its costs in so doing if any of these conditions are not complied with.



## Kent County Council

### Suspension and Attachment of Banners/Cables/Decorative Lighting or Bunting

#### Certification of Technical Expert

I hereby certify that I have inspected the attachments and mounting points in respect of the application for the Banner/Cables/Decorative Lighting or Bunting located at:

And, am satisfied with their installation and operation to a standard that ensures that the Banners/Cables/Decorative Lighting or Bunting are affixed in a proper and safe manner so as to not cause a danger to the public.

Signed: .....

Name: .....  
(Technical Expert)

Company: .....

Contact Number: .....  
(24 hrs)

The Technical Expert will have overall responsibility for the safety of the Attachments/Installations/ operation and will be available to receive emergency calls at any time day or night, during the period when the attachments are being erected and attached, operated and being removed.

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Please completed and return this certificate with the application form and insurance documentation to the KCC Highways, Transportation and Waste Highway Office shown on the covering letter.