



# HILLINGDON

LONDON

London Borough of Hillingdon  
Utility Applications Admin  
3 West Civic Centre  
High Street  
Uxbridge  
UB8 1UW

## **APPLICATION TO PLACE BANNERS, SIGNS, CHRISTMAS TREES, FESTIVE LIGHTS OR DECORATIONS ON OR OVER THE HIGHWAY**

### **Highways Act 1980 Section 178**

**Applications from charitable, community and other similar non-commercial organisations only.**

Applicant Details:-

Name: .....

Address: .....  
.....

Postcode: .....

Telephone: .....

Mobile: .....

E-mail: .....

On behalf of Person/Organisation:

.....  
.....  
.....

**Details of proposal**

**Licence for:** Christmas Tree  Banner

Festive Lights  Signs  Other .....

Description of items including number, size and weight:

.....  
.....  
.....

**Site Location:** .....

Installation Date:...../...../..... Removal Date:...../...../.....

Display wording (if applicable): .....

.....

**Will items be attached to:**

Highway Tree  Sign Post  Railings   
Street Column  Building

Other Street Furniture (description) .....

Will the decoration/Banner/Sign be across the Highway Yes/No

Brief note on the method being used to fix the item in place:-

**Is it illuminated** Yes/No. Is it powered from a street source Yes/No

If either of the above are “yes”:- Go to **Appendix B**

**Appendix B – Schedule**

\* Complete below details or provide list of required details

**Note: All licences for illuminating festive units, Christmas Trees or other require a licence fee of £147.10**

Number of units	<input type="text"/>	Hours per day	<input type="text"/>
Start time of illumination	<input type="text"/>	Finish time of illumination	<input type="text"/>
Wattage of each item motif Or string.	<input type="text"/>	Total wattage	<input type="text"/>

Name of Installing Contractor: .....

Address: .....

.....

Postcode: .....

Telephone: .....

Mobile: .....

E-mail: .....

**INDEMNITY CLAUSE**

*I will on behalf of (insert your company name).....  
accept the conditions provided and indemnify and keep indemnified the Council of the London Borough of Hillingdon from, and against, all legal liability in respect of loss, damage, actions, claims, proceedings, suits, demands, costs, damages and expenses in respect of any injury to, or the deaths of any person, damage to any property movable or immovable, the infringements or disturbance of any rights, easement or privilege or otherwise by reason of, or arising in any way directly or indirectly, out of the granting by the Council of the London Borough of Hillingdon of a permit to place an advertisement on the highway at the location entered on the application form. I will effect or cause to be effected the necessary third party public liability insurance to cover this indemnity. The minimum limit of indemnity, afforded by such policy or policies of insurance, shall be TWO MILLION POUNDS (£2,000,000).*

I enclose a copy of the Insurance Policy, which covers this indemnity, and agree to the conditions, which apply to this application.

In consideration of the Highway Authority granting the written consent to the applicant under section 178 of the highways Act 1980, the applicant shall ensure that there shall be full compliance with the County Surveyors Society Code of Practice for such works and the additional conditions notified by the Highway Authority and shall indemnify the Highway Authority and their servants and agents against all loss, damage, expenses, claims, actions, proceedings, or demands, (including any necessary incidental costs) which arise out of the granting of the consent except to the extent that such loss, damage, expense, claims, actions, proceedings, or demands, are attributable to the wilful default or negligence of the Highway Authority, their servants or agents.

Signed the applicant

.....

Date

...../...../.....

**Note 1**

The applicant will indemnify the council in regard to payment of charges in relation to the energy consumption based on the completed schedule\* The Public Lighting Manager will provide details of exact consumption after calculations have been carried out in accordance with the requirements of the District Network Operator (DNO) - Southern Electric Contracting (SEC) or UK Power Networks (UKPN).

**Note 2**

Any person or organisation erecting or installing seasonal decoration on or above the Public Highway without consent under Section 178 of the Highways Act 1980 is committing an offence and may be liable to prosecution by the Highway Authority.

***'This Section to be added to the Licence'***

**The London Borough of Hillingdon** as a Highway Authority for the Highways listed below hereby gives consent, pursuant to section 178 of the Highway Act 1980,  
to.....  
("The Operator / Contractor") to erect, maintain, operate, and remove decorations on or above the highways listed on the attached schedule and plan.

The decorations shall be as detailed on the plan submitted with the application dated;.....  
Reference ..... and any specific additional or modified requirement set in writing by the Authority and attached to this consent.

This consent shall operate from .....  
Until .....unless the operator wishes to make significant changes to the installation in which case a new application is required.

The installation work shall commence and the removal work be completed not more than .....before and after the period of operation which is ..... to .....

The decorations shall be installed and operated according to the County Surveyors Society Code of Practice for such works and the additional conditions notified by the Highway Authority.

Signed on behalf of the Highway Authority

.....

For the Highway Authority

Date...../...../.....