

Street Furniture licence conditions

As the Highway Authority the County Council has a scheme that gives permission to Parish or Town Councils to place street furniture on the path or verge of the highway. This includes:

- Benches
- Bus Shelters
- Flower containers/planters
- Litter bins
- Village or town signs
- Notice board
- Village or town shelter

Steps for the Parish or Town Council to complete

1. Read the scheme conditions
2. Print the application form
3. Complete and sign the application
4. Email, with required attachments, to CentralSupportTeamMaintenance@norfolk.gov.uk or send to Business Support, 8th Floor, County Hall, Martineau Lane, NORWICH NR1 2SG.

Steps to be completed by Norfolk County Council

1. Consider the proposed site in relation to visibility, obstruction and distance from the edge of the road, minimum 450mm.
2. Consult with stakeholders as required.
3. Send consent to you
4. If not approved you will be contacted to discuss the application

Conditions - the Parish or Town Council must

- Indemnify the County Council against any claims caused by the street furniture being in the highway
- Keep the street furniture in a good state of repair
- Remove the street furniture at the Parish or Town Council's expense if at any time the County Council needs that to be done. The area where the street furniture stood must be "made good", normally this would mean to restore the ground or path to its original state
- Pay the expense of any damage to the highway or apparatus within it that may be caused by the removal of the street furniture
- Not break up the surface of the highway
- Not interfere with the apparatus of undertakers such as pipes or cables
- Not interfere with land and premises outside the control of the County Council

The above are defined in the New Roads and Street Works Act 1991

The County Council does not grant planning permission for any purpose

Street furniture application/consent form

This section is for the Parish or Town Council to complete

I have read and agree to the conditions of placing street furniture on the highway. I am applying for permission on behalf of:

Name of Parish or Town Council

Address

.....Post Code.....

Contact details

Name.....

Address (if different from above)

.....Post Code.....

Telephone Mobile.....

Email Fax

Type of furniture (please tick)

Bench Bus Shelter Flower Container or Planter Litter Bin
Village or town sign Notice Board Village or town shelter Other

If other please state

Location

.....

Drawing or sketch attached in relation to the highway (please tick)

Signed: Date..... / /
On behalf of Parish or Town Council

This section is for Norfolk County Council to complete

Pursuant to the Provisions of the Local Government (Miscellaneous Provisions) Act 1953 Norfolk County Council gives its consent to place a street furniture on the highway at the above location.

Signed: Date..... / /
for Director of Environment, Transport and Development