



*Knowsley Council*

**Application form for Section 178 Licences**

Please read the guidance notes before completing this section.

Please complete all sections. Failure to do so will result in an application being refused.

**Section 1 – Company details**

Company/organisation name: .....

Address: .....

.....

.....

.....

Postcode .....

Contact.....

Phone number.....

Email address.....







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**Section 3 – Installation**

If you require installation, by the Council's street lighting service provider, there is a charge per attachment. Please call to arrange a quotation.

Number of attachments requiring installation.....

If you are arranging installation yourself, please provide details below of who is installing the attachment.

Company Name.....

Address

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

Postcode .....

Contact Name .....

Phone Number .....

Email address .....

Insurance Policy (name of insurance company/type of cover and level of cover – minimum £5m liability)

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

In submitting this document we confirm that we have read and understood the accompanying output specification and accept the necessary charges and that the information in this application form is true, accurate and complete. We shall inform the council immediately of any change to the information we have given in the application.

Name .....

Job title .....

Signed .....

Date .....

**Please note – this form must be signed (wet signature). Please return completed forms to: [kelly.billingsley@knowsley.gov.uk](mailto:kelly.billingsley@knowsley.gov.uk)  
Kelly Billingsley, Street Lighting  
KMBC Depot  
Stretton Way  
Huyton  
L36 6JF**



**Knowsley Council**

## **Guidance notes for applicants**

### **General guidance**

Any third party that wishes to place any attachment onto any street lighting column or traffic sign or any other part of a highway in Knowsley must obtain a licence in accordance with section 178 Highways Act 1980. Without a valid licence the placing of an attachment or the failure to comply with conditions to which the licence is issued is a criminal offence pursuant to s 178(4) Highways Act 1980 and in addition any attachment will be removed by the authority and disposed of. All licences are issued by the council in a standard form subject to terms and conditions which you must comply with.

Any attachments will also be subject to the time limit and other conditions specified within the licence and upon expiry of the licence the attachment must be removed by the third party. Licences may be subject to renewal if they are required beyond the original specified period.

All applications are subject to a non-refundable administration fee which is dependent on the number of attachments. The fee rates below are valid from 1 April 2024 – 31 March 2025:

- 1 – 5 attachments £258
- 6 – 20 attachments £347
- 21 – 50 attachments £429
- 51+ attachments, amount to be agreed based upon quantity and detail.

All applicants will be notified within 15 business days whether their application has been successful or not but no attachments must be placed until the licence has been issued by the council.



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### Section 3 Installation

- Please indicate if you will require the installation of the attachment by the council or whether this will be done by yourself/ a third party. (Please note that relevant indemnities and proof of competence will be required if the authority is not to erect the attachment including a method statement.) All attachments which are not erected by the authority will be inspected to investigate if any damage has been caused to the assets in questions and costs for rectification of said damage will be recharged to the relevant parties.
  
- You must submit evidence of public liability insurance, in the sum of not less than [£5,000,000] for any one incident to indemnify the council as Highway Authority against any third party claims due to the installation, removal or operation of the attachments and damage to highway structures.
  
- The height of all signs shall be taken as 2.3m above ground level to the bottom of the sign, except over cycle ways when the height above ground level shall be increased to 2.6m. The position of offset signs shall be taken as 300mm from the centre of the shaft to the centre of the sign. All attachment loads shall be taken at the most onerous position in relation to door opening and bracket or luminaire orientation.



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How loads to lighting columns are calculated:

- a) Festive Lighting, loads 1, 2, 3, 4 and 5(a) are cumulative,
- b) Hanging Baskets only, loads 1, 2, 3, 4 and 5(b) are cumulative,
- c) Pennants or Banners, loads 1, 2, 3, 4, 5(b) and either 5(c) or 5(d) are cumulative,
- d) CCTV Equipment, loads 1, 2, 3, 4, and 5(e) are cumulative,
- e) Environmental Monitoring Equipment, loads 1, 2, 3, 4 and 5(f) are cumulative,
- f) Telecommunication Equipment, loads 1, 2, 3, 4 and 5(g) are cumulative.

When lighting columns, which have attachments, are programmed for renewal or replacement, the Street Lighting service provider, SSE Contracting, shall follow relevant procedures to re-install existing attachments.





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The fixing method and means of electricity supply where applicable shall be approved by the service provider (acting reasonably).

No attachment shall protrude into the carriageway at a height less than 5.8m above the carriageway on traffic routes and 7.5m above the carriageway on abnormal load routes.