

**Application to Display Banners over the Highway**  
**TOWN & COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS)**  
**REGULATIONS 2007**  
**HIGHWAYS ACT 1980 - SECTION 178**



Neither Suffolk County Council nor Ipswich Borough Council shall be responsible for any accident occurring, injury suffered, damage caused or loss of any property sustained as a result of the banner being placed over the highway.

I/**WE**\* (\*delete as appropriate)

Name of applicant seeking licence: .....

Address of applicant: .....

Telephone no: .....

Hereby apply for consent to display a banner over the highway at (**cross out site not being requested**):

Carr Street  
Westgate Street

**Details of banner's display/information:**

Date to erect: ..... Date to remove: .....

Signature of applicant: .....

On behalf of: ..... Date: .....

Print name of applicant and capacity in which acting: .....

**Please note:**

**A copy of the event organisers' Third Party Public Liability insurance cover is to be submitted with this application. The event organiser will be required to show that £5m Public Liability insurance cover has been arranged, while the banner is displayed.**

**21 days prior to being erected, a member of staff from Ipswich Building Control must inspect the banner. Please contact this office on 01473 432951, giving 48 hours notice, for this inspection to be undertaken during normal office hours at Grafton House, 15-17 Russell Road, Ipswich. A Certificate of Inspection will be issued if the banner is found satisfactory.**

## GUIDANCE NOTES

1. Complete the application form and submit to Ipswich Borough Council giving minimum six weeks notice. Include with this application a copy of Third Party Liability Insurance for £5,000,000 that covers the erection of a banner over a highway.
2. When dates are agreed for a site, you will need to arrange 21 days prior to erection, for an inspection of the banner at the Ipswich Borough Council offices, giving 48 hours notice, by calling on 01473 432951.
3. When the banner has been approved you will receive via post a document accepting the banner meets the criteria set out below.
4. This authority accepts no responsibility for the fixing of the banner and would urge you, the applicant/event organiser to ensure the contractor who fixes the banner in place is suitably competent to do so.



1. The fixing rope must be 8mm diameter double braided polyester rope or other rope of equivalent tensile strength.
2. The rope must support the banner by either a folded hem with welted or stitched seams; or between reinforced eyelets spaced evenly along the hem.
3. The banner must be suitably waterproofed.
4. The rope must be of sufficient length to span the highway with an additional one metre each end for securing to the fixings.
5. Width of Highway 38-63 Carr Street and 56-63 Westgate Street = 12 metres

### Data Protection Statement

By submitting this form you are consenting to the Council processing and storing your data in accordance with the Data Protection Act 1998 and the Council's [Fair Processing of Personal Data](#) (opens new link). Your information may be shared with all departments within the Council for the purpose of improving the service we provide to you. If you do not wish your data to be shared in this way, please email us at [customerservices@ipswich.gov.uk](mailto:customerservices@ipswich.gov.uk).