

CONDITIONS FOR PLACING APPARATUS OVER THE HIGHWAY

Highways Act 1980, [section 144](#) and [section 178](#)

1. This licence only covers the erection of temporary apparatus over the highway, such as banners, placards, flags, posters or other temporary attachments. This licence **DOES NOT** cover the erection of festive decorations or electric cables which are applied for separately.
2. The materials, position, height and method of fixing are to be subject to the prior approval of TfL or their Highway Maintenance Works Contractors before any works are carried out on site, and shall be altered at any time to meet TfL's requirements.
3. Clearance over the street, unless otherwise agreed in writing is:
 - Not less than 5.6 metres (19 feet) over the carriageway.
 - Not less than 6.75 metres (22 feet) over the carriageway on those roads designated by the Department of Transport as a high load grid route.
 - Not less than 3.1 metres (10 feet) over the footway provided that the apparatus does not come within 1.5 metres (5 feet) of the edge of the carriageway.
 - Apparatus above the footway and within 1.5 metres (5 feet) of the edge of the carriageway must conform with the minimum clearances to the carriageway as given.
4. No support, pole, strut, stay or other apparatus is to be placed on any part of the Highway. Any installation works may require approval by licence under the provisions of the New Roads and Street Works Act.
5. The apparatus is to be removed (so far as it overhangs any Highway) immediately on receipt of written notice from TfL.
6. The apparatus is to be kept in safe condition by the applicant by means of regular inspection throughout the duration of the placement. If at any time the installation represents a danger TfL reserve the right to take commensurate emergency action at any time remove any unsafe apparatus at the full expense of the applicant. .
7. The applicant will take all proper precautions to prevent damage or injury to persons or property, and have Public Liability Indemnity insurance of at least £5,000,000 per incident. Any damage caused to TfL columns as a result of the applicant's activities shall be rectified by TfL at the applicant's expense.
8. In the event of breakage of the overhead apparatus or its supports, the applicant is responsible for any damage or injuries caused.
9. Any person fixing or placing any apparatus over the highway without the consent of the Transport for London or commits a breach of the conditions is liable to a penalty on conviction, and removal of the offending equipment, fixtures and fittings forthwith.

10. TfL will not permit overhead apparatus containing political messages on its roads.
11. Specific advertising messages for special civil events may be acceptable, but as a general guide advertising messages will not be permitted. Prior information must be supplied to TfL and consent obtained before any works commence on site.
12. Columns that are bolted down to other structures shall not be considered, i.e. Bridges, Underpasses, and Fly-Overs etc.
13. Columns that are less than ten years old AND were designed to accommodate equivalent loads may not require load testing. The applicant is however required to provide full details of the proposed attachment(s) such as weight, size, breathability etc., for appraisal by TfL. For columns less than ten years old but where the design loadings are unable to be verified and for columns OVER ten years old, TfL will need to have assurance that the columns are structurally sound and present no danger of deformation or collapse. TfL shall therefore review any load applied deflection structural test results in respect of recently undertaken tests - the results of which shall determine whether or not TfL deem the columns to be of sufficiently low risk of danger under the proposed loads. If no such tests have been undertaken the applicant will be required to undertake specialist tests at their expense to TfL's requirements, and the results shall be submitted to TfL for approval prior to any works being carried out.
14. TfL agreement to site equipment on columns shall only apply to galvanised steel columns – no attachment to any other column material shall be permitted.

ASSOCIATED COSTS FOR APPLICATION

Standard admin and site inspection charges for banners on columns:

0-5 columns	£75 (Inc VAT)
6-10 columns	a further £75 (Inc VAT)
11-15 columns	a further £75 (Inc VAT)
Thereafter	a further £75 per 5 columns

For example, 22 columns is $£75 \times 5 = £375$

(Cheques to be made payable to Transport for London)