



COUNCIL OF THE ISLES OF SCILLY

Street Decoration License Application 2025/2026

This form is for anyone who would like to apply to install temporary street decorations, such as bunting, banners or lighting over or on the Highway. Please return completed application forms to environment@scilly.gov.uk, or post to Environment Service, Council of the Isles of Scilly, Porthmellon Enterprise Centre, St Mary's, Isles of Scilly, TR21 0JY. Please note that no fees and charges apply for this license.

1. Applicant Details

Contact Name:

Organisation:

Address:

Telephone (daytime):

Telephone (24hr):

Email Address:

2. Location Details

Road/Street Name(s):

Town:

3. Time Details

Expected Installation Date:

Expected Removal Date:

Expected Installation Time:

Expected Removal Time:

4. Street Decoration Details

Street Decoration Type (please mark as appropriate)

Banner ☐ Bunting ☐ Lighting ☐ Other (please specify)..... ☐

Height Clearance over the Highway:

Please provide any other relevant details about the street decoration (please add additional pages as necessary):



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5. Application Checklist:

The following must be submitted with this application:

Location Plan:	<input type="checkbox"/>	Risk Assessment and Method Statement:	<input type="checkbox"/>
Insurance Certificate:	<input type="checkbox"/>		

Signature:

Date:

Declaration: I confirm that the information provided by me on this form is correct. I have read the Terms & Conditions for the use of the Street Decoration License Application Form and agree to be bound by them. I give consent for the processing of my data.

Data Protection: The information you provide on any Environment Service form is private and confidential. For more information on how your information is protected please visit us on scilly.gov.uk/privacy-cookies or contact us on 01720 424450 or environment@scilly.gov.uk



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General Conditions

1. Decorations shall not be affixed to a street lighting column or other highway features without the written consent of the Highway Authority.
2. The applicant will carry out all necessary consultations and obtain all necessary consents prior to the submission of the application to the council.
3. No attachment shall be suspended or allowed to hang so that any part of it is less than 5.7 metres above the public highway or 2.5m above a pavement. Any variation to this height restriction will need to be approved in writing by the Highway Authority.
4. Decorations shall only be erected for a period agreed by the Highway Authority and shall be removed at the end of such period, unless an extension of that period has been granted in writing by the Highway Authority.
5. The applicant shall indemnify the Council against any claims, costs and proceedings, howsoever arising, as a result of its erection, retention and maintenance, and evidence of Public Liability Insurance cover of up to £5m for any one incident, shall be submitted with the application.
6. The applicant shall arrange for and meet the cost of any traffic management measures considered necessary by the Highway Authority during the erection or removal of any decorations.
7. Decorations shall be erected, maintained and removed by a competent person.
8. The progress of traffic and pedestrians must not be impeded during the erection or removal of decorations.
9. Decorations must not obscure any traffic signs, streetlights, CCTV cameras or signals or restrict the visibility of motorists.
10. Ensure that during the erection and removal of decorations that particular consideration is given to visually impaired, disabled and persons with prams and wheelchairs.
11. The wording on decorations shall only be for the promotion of public or community matters. No political, commercial or advertising information or logo shall be displayed on any decoration.
12. Decorations shall only be secured to attachments secured typically in the façade of buildings. They should not be attached to other street furniture such as posts or columns.