

Festive Decorations Request Form

Please complete and return this form to:

Customer Service Centre (HTWM), Leicestershire County Council, County Hall,
Glenfield, Leicestershire LE3 8ST.

Please ensure the following information is attached to this form:

- Drawings and maps of proposed installation
- Copies of reports from structural engineers confirming the structural integrity of anchors and highway apparatus (such a street lights) to which the decorations are to be attached
- Copy of your public liability insurance certificate

Applicant Details

Name _____

Address _____

Town/City _____ County _____

Postcode _____

Telephone Number _____ Fax Number _____

Email Address _____

Electrical Details
(include details of installation and source(s) of electrical power)

Hours of Operation

Switch On
Time

Switch Off
Time

Electricity Board
Arrangements
(regarding billing of electrical energy)

Barrier Details
(for ground mounted decorations)

Structural Engineers

Reports

(Please enclose all reports that confirm the structural integrity of anchors and highways authority apparatus to which decorations are to be attached)

Emergency Contact Name

Emergency Contact Number

Proposed Fitting Date

Proposed Removal Date
