

**When to Apply for a Licence or Permit**

As the Local Highway Authority, the County Council will need to give permission for certain activities taking place on the road network.

These activities are those that could affect the travelling public; the safety of people undertaking the works and the people and property around them; or the fabric, integrity and future maintenance of the highway itself and the utility apparatus within.

In these cases, permission will be granted through the issuing of a permit or licence.

The following information gives an overview of the permits and licences that will need to be applied for. However, always speak with your Community Highway Liaison Officer for advice and guidance regarding planned site specific activities.

**Licence to Plant**

The County Council will issue a Licence to Plant to Local Councils who wish to install and maintain environmental and amenity assets within a highway verge area. These assets could be shrubs, planters, benches, notice boards etc. The purpose of the Licence is to clearly identify who is responsible for the future upkeep of the feature being installed and to ensure that whatever is being installed will not adversly affect the travelling public or the fabric of the highway structure.

The applicant will be required to prepare a plan indicating the area of planting and consider the likelihood of buried utility apparatus being present. No digging should exceed 12 inches (300mm) in depth.

There will be a number of conditions attached to the Licence including:

* The placing of walls, fencing, rockery, edging stones etc. will not be permitted.
* The height of any shrubs, plants and grass must not exceed 20 inches (500 mm) at any time.
* Plants used must not be poisonous to humans or animals.

**Installation of Private Apparatus Licence**

This licence is sometimes used for the installation of services or street furniture within the highway. It legally provides for the apparatus to be installed, maintained and removed by the applicant; however, a Permit to Dig would still be required for any excavations.

**Permit to Dig**

**ALL** excavations within the highway including the carriageway, footway and verge areas will require a “Permit to Dig” from the County Council (other than those activities covered by a Licence to Plant). The Permit to Dig checks that the applicant is insured and qualified to undertake the work and also acts as a booking system to ensure the works do not conflict with other activities on the road network. Applicants are responsible for contacting Utility companies who may have apparatus in thevicinity of the excavation.

**Minor Works Agreement**

This is a highway works agreement that enables organisations to carry out proposed construction works within the highway such as footway improvements or new accesses. The Agreements can be costly and are usually only used by developers. The cost of the Agreement includes: a design check of drawings and ensuring compliance with relevant conditions. A Permit to Dig will also need to be in place.

[More information about Highway Works Agreements](https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/HighwaysWorkAgreements.aspx)