


Request for signs and cones for parades/ events 2018 – Form 1

If you require delivery of cones or signs please also complete **form 2** and give a minimum of 1 months' notice. Please note there is a charge for this service.

Name of organisation	
Name of person collecting signs	
Contact details: Email address Telephone contact number	
Date when signs are to be collected (minimum 2 weeks before event start) Approximate time when signs will be collected (between 0900 – 1400)	
Number of advance notification signs required Date required printing on advance signs Times required printing on advance signs	
Number of road ahead closed signs required Number of road closed signs required (to include side roads leading onto route) Number of sand bags required for metal framed signs (recommend one per sign)	
Number of red and white traffic cones required	
Date when metal signs and traffic cones will be returned (within 2 weeks of close of event) *Correx signs can be retained for re use	

Please note that LCC can only lend signs subject to availability.

Please return the completed form alongside form 2 if delivery is required to either networkmanagement@leics.gov.uk or via post to Network Management, Croft Depot, Arbor Road, Croft, LE9 3GE

Procedure for collecting temporary signs from Mountsorrel Depot - Form 2

Upon arriving at Mountsorrel Depot, Granite Way, Mountsorrel, LE12 7TZ please make your way to reception to sign in. You will be collected from reception and taken to the sign shop to pick up your temporary signs.

Mountsorrel is a working depot with constant movement of heavy plant and equipment. You are responsible for your own safety and the safety of your property. **Do not bring children or pets with you to the depot.**

Temporary signs, cones and sandbags are heavy and can be awkward to pick up and move around.

- LCC recommends that you are physically fit and capable of lifting and moving any equipment that you collect.
- LCC recommends that you are aware of manual handling procedures and know how to move heavy objects safely.
- LCC recommends that a suitably sized vehicle is used for collection, due to the size and weight of equipment being collected.
- LCC also recommends that you wear appropriate personal protective equipment when you arrive to pick up any hired equipment. At a minimum this would consist of protective footwear, high viz jacket, protective gloves and protective eyewear. **LCC does not provide any personal protective equipment for you.**

Please read the following statements and answer yes or no as appropriate.

	Yes or no
I am physically fit and capable of lifting and moving any hired equipment in a safe manner.	
I have the appropriate personal protective equipment recommended for moving any hired traffic management materials.	
I understand and accept that LCC holds no responsibility for any injury or damage to property incurred while collecting / using / returning any equipment.	
<p>If the answer to any of the above is 'no' please be aware that chargeable delivery/ collection is available on request, which requires 1 months' notice. Please email networkmanagement@leics.gov.uk for further details.</p>	

I have read and agree to the conditions set out above.

Signed..... Print.....

Date.....

Please return form 1 and 2 to either networkmanagement@leics.gov.uk or by post to Network Management, Croft Depot, Arbor Road, Croft, LE9 3GE.

Application to place a Silent Soldier Silhouette within the Highway

Please note Silent Soldier Silhouettes can be placed **off** of the Highway without prior application, however consultation should still be carried out with all residents and landowners in the locality.

If the Silhouette is to be placed **within** the Highway the below form must be completed and returned to Leicestershire County Council on the details at the bottom of this form.

I confirm that

Parish Council wish to place a Silent Soldier Silhouette within the Highway, as indicated on the attached location plan.

For any other placement/ licence please contact customerservices@leics.gov.uk

I the undersigned apply for a licence and accept the following conditions :-

1. That the structure / equipment be removed at the applicant's expense if so required by the County Council as the Highway Authority.
2. That the structure / equipment be maintained to a safe and acceptable standard.
3. That the applicant indemnify the County Council against any incident arising that would not have occurred if the structure had not been erected. (The indemnity is £5 million).
4. That consultations have been carried out with all residents / landowners in the locality.
5. That no part of the structure / equipment shall be less than 0.5m from the kerb face or interfere with the visibility from nearby junctions or drives.

Signed..... Print Name

On behalf of Dated.....