

Information Sheet 9

Authorised Attachments on Public Highway Assets

This information sheet is aimed at giving useful information to any organisation that is considering erecting a temporary attachment to a Public Highway Asset (e.g. lighting column etc.)

Any proposed temporary attachment to a Public Highway Asset is subject to the Sheffield City Council Authorised Attachment Procedure. This involves providing information about the proposed attachment, on the relevant form.

The Authorised Attachment Notice, can be obtained by requesting via Sheffield City Council – New Works Department newworks@sheffield.gov.uk

General Attachment Criteria

The Authorised Attachment Notice asks for information regarding the attachment(s) to be installed. This includes:

- Details of Organisation requesting the attachment(s)
- Details of what is to be displayed on the attachment(s)
- Details of proposed location and the assets to be used
- Description of Fixtures and Fittings
- Duration that the attachment is to remain in place (maximum 6 months)
- Details of Organisation erecting and removing the attachment(s)

The above information will be used to deem if the proposal is safe and appropriate, and that the proposed asset is structurally able to carry the attachment.

Liability for any damaged caused to the proposed Public Highway Asset, by the attachment, sits with the requesting organisation. A form of agreement, known as a Memorandum of Understanding, will require signing to cover this, and will be issued once the proposal is deemed safe and appropriate.

Sheffield's PFI Contractor, Amey, can carry out the erecting and removing of the attachment(s) for a fee. If the requesting organisation wishes to employ Amey to do so, they should request costs and availability via Sheffield City Council – New Works Department newworks@sheffield.gov.uk

Unauthorised Attachments

Sheffield City Council maintains a record of all Authorised Attachment applications.

Where an attachment is found on the Highway Network, that has not been approved or applied for, this will be removed. The attachment will be disposed of if the owner cannot be traced.

Permanent Signing/Attachments or Advertising is not permitted via the Authorised Attachment protocol. Details of how to proceed with these can be found on Information Sheet 8.

