



**Highways & Transportation**

**Highways Services**

### **Placing a structure on the highway**

If you wish to place a permanent structure on the public highway you will need to get a licence. Structures include village names stones, community information boards, planters and benches.

You must give at least 3 months notice when you apply for a licence.

You can request a licence from the contact centre on the number below. Complete the form and send it with your payment and plan (minimum scale 1:1250) to the address on the below.

If you require further information about your proposed application please contact us on 0113 2477574. You can fax applications to 0113 2477018 or email us from the link on this page.

After we get your application form we will carry out some checks and if approved will arrange for a licence to be drawn up by the council's legal section.

The council's legal section will contact you to arrange for you to sign the licence agreement.

### **Whom to Contact**

<b>Telephone</b>	<b>Leeds Contact Centre</b>	<b>0113 2224407</b>
<b>By Minicom:</b>		<b>0845 1271113</b>
<b>Email</b>	<a href="mailto:Highways@leeds.gov.uk"><u>Highways@leeds.gov.uk</u></a>	
<b>Write</b>	<b>Highways &amp; Transportation Highways Services Middleton Ring Road, Leeds LS10 4AX</b>	