

Cornwall Council
Transportation Service, Environment Directorate
Application to Hang Seasonal Lighting over the Highway
(In accordance with s.178 of the Highways Act 1980)



Name of Applicant:		
Address:		
Telephone numbers:	Day:	Evening:
Email:		
Location of seasonal lighting (include house or building names and numbers, street names and other highway fixtures that seasonal lighting will be attached to):		
Date seasonal lighting to be erected:		
Date seasonal lighting to be removed:		

Name of operator:		
Address:		
Telephone numbers:	Day:	Evening:
Signature:		
I have read and accept the conditions attached.		

Name of Technical Expert:		
Address:		
Telephone numbers:	Day:	Evening:
Signature:		
I accept the nomination as the Technical Expert for the purposes set out above.		

Name of contractor/installer:		
Address:		
Telephone numbers:	Day:	Evening:
Signature:		

Special Conditions

Checklist

Please tick

- I have enclosed the completed application form
- I have attached a copy of the £5 Million for any one incident Public Liability Insurance Certificate
- I have read, understand and agree with the attached General Conditions
- I have attached a copy of the certification of the technical expert
- I have attached a copy of the method statement for erecting the seasonal lighting
- I have attached a copy of the structural integrity calculations

Signature of Applicant _____

Date _____

APPLICATIONS MUST BE RECEIVED AT LEAST 6 WEEKS BEFORE THE PROPOSED ERECTION OF ANY ATTACHMENT. INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED AFTER THE SPECIFIED TIME MAY BE RETURNED TO THE APPLICANT.

Electrical Installations

Application reference _____ has been Approved Refused

Signed.....DesignationDate.....
(Highway Electrical officer of the Council)

Licence Agreement

Application Reference _____ Is hereby approved.
This Licence is granted, subject to the conditions set out in the application.

Signed.....DesignationDate.....
(Authorised Officer of the Council)

Transportation Service
Environment Directorate
Street works
Western Group Centre, Radnor Road, Scorrier
Redruth TR16 5EH
Telephone: 0300 1234222
Fax: (01209) 614400
Email: Streetworks@cornwall.gov.uk

General Conditions

1. Seasonal lighting shall not be affixed to a street lighting column or other highway features without the written consent of the Highway Authority.
2. The applicant will carry out all necessary consultations and obtain all necessary consents prior to the submission of the application to the council.
3. No attachment shall be suspended or allowed to hang so that any part of it is less than 5.7 metres above the public highway or 2.5m above a pavement. Any variation to this height restriction will need to be approved in writing by the Highway Authority.
4. Seasonal lighting shall only be erected for a period agreed by the Highway Authority and shall be removed at the end of such period, unless an extension of that period has been granted in writing by the Highway Authority.
5. The applicant shall indemnify the Council against any claims, costs and proceedings, howsoever arising, as a result of its erection, retention and maintenance, and evidence of Public Liability Insurance cover of up to £5m for any one incident, shall be submitted with the application.
6. The applicant shall arrange for and meet the cost of any traffic management measures considered necessary by the Highway Authority during the erection or removal of any seasonal lighting.
7. Seasonal lighting shall be erected, maintained and removed by a competent person.
8. The progress of traffic and pedestrians must not be impeded during the erection or removal of seasonal lighting.
9. Seasonal lighting must not obscure any traffic signs, street lights, CCTV cameras or signals or restrict the visibility of motorists.
10. Ensure that during the erection and removal of seasonal lighting that particular consideration is given to visually impaired, disabled and persons with prams and wheelchairs.
11. It is a legal requirement that everyone undertaking electrical work is a competent person and does not cause damage to themselves and others.
12. All electrical works shall comply with the current editions of BS7671 – Requirements for Electrical Installations and the County Surveyor's code of Practice for the Installation, Operation and Removal of Seasonal Decorations (copy available on request).
13. Written approval must be obtained by the operator for the attachment to any statutory structures (ie electricity and telephone poles).
14. Any operation involving connections to apparatus that is the responsibility of the Highway Authority must only be undertaken by the Highway Authority or its approved agent or contractor. The cost of this work will be rechargeable to the operator.
15. The following information is require at the time of application.

A detailed plan illustrating:

- a) Fixing points
- b) Route of lighting spans

- c) Circuit protection details
- d) Isolation points
- e) Name of contractor/installer

Detailed Electrical Inspection Certificate:

Supplied within 5 working days of the decorations being energised, a copy of the Electrical Test Certificate for each circuit from each supply point.

16. Due to the potentially dangerous situation associated with electrical decorations all electrical equipment installed on or over the highway shall incorporate a 30mA residual current circuit device (RCD). The only exception to the RCD requirements is where a SELV 25-volt system is adopted.

17. REC Electrical Supplies and Energy

In most cases Highway electrical equipment is supplied un-metered direct from the Regional Electricity Company (REC) cable located in the Highway through a REC cut-out. This interface is where the supply responsibility changes from the REC to the Highway Authority and is the main point for isolation.

No electrical supply is to be taken from any apparatus which is the responsibility of the Highway Authority without its prior written approval.

The operator is responsible for the arrangement of electrical supplies and the payment of charges in relation to energy consumption.

Note: If the operator fails to supply the required Electrical Test Certificate for the decoration, the Highway Authority will remove the attachment and recover from the operator the cost of doing so.

18. Seasonal lighting shall only be erected on street lighting columns specially designed or strengthened for the purpose, and approved by the Council's Street Lighting Engineer in each case.
19. Any additional cost, arising from the supply and erection of new specialised columns, or the strengthening of existing columns, shall be borne by the operator.
20. Attachments shall only be affixed to specified columns indicated by their column numbers, as shown on a plan submitted by the operator, and shall only be erected on receipt of a licence signed and issued by an authorised officer of the Council.
21. The operator will give specific details as to how each attachment is to be affixed to a column.
22. No attachment is to be made to any bracket, arm or extension of a column without the specific approval of the Highway Authority, and no hole is to be drilled into a lighting column.
23. Approval for attachments will only be given when the operator has demonstrated, by testing and calculation, that the structural integrity of the column will not be compromised. Such demonstration to be at the operators own cost.
24. The operator will be held responsible for any damage to any column, including the painted finish, galvanising or other protective systems, as a consequence of the affixing of any seasonal lighting to the column.