**Application to install Seasonal Decorations over the Highway**

**Under Section 178 of the Highways Act 1980**

**Terms and Conditions** (prepared in line with the Institution of Lighting Engineers (ILE) Code of Practice (CoP) for the Installation, Operation, and Removal of Seasonal Decorations**.**

**G: General:**

**G.1.0: Any person fixing or placing any apparatus over the highway without the consent of the Highway Authority, or commits a breach of these conditions, is liable to a prosecution, and removal of offending equipment, fixtures and fittings forthwith at the applicants expense.**

G.1.1: For equipment being sited on Nottinghamshire County Council’s (NCC) street lighting columns, NCC will need assurance that the columns are structurally sound and present no danger of deformation or collapse. Columns under twenty years of age will be considered to have adequate strength with no further testing, but columns of a greater age will require load applied deflection structural tests. Test results will be valid for a maximum of 3 years.

G.1.2: Concrete columns, columns less than 5m in height, or columns already carrying other installations will not be suitable.

G.1.3: The materials, position, height and method of fixing are subject to the prior approval of NCC before any works are carried out and shall be altered at any time to satisfy NCC requirements.

G.1.4: Clearance over the street, unless otherwise agreed in writing, is to be not less than 2.2 metres over the footway and the apparatus must not encroach within 450mm from the edge of the carriageway.

G.1.5: The decorations must not hinder the normal maintenance of the Highway Structure concerned.

G.1.6: A daily visual inspection of the decorations must be carried out throughout their installation operation and removal, and log of inspections kept. All apparatus may be removed without notice by NCC and any costs incurred in this process will be recharged to the applicant if at any time the installations become a danger.

G.1.7: Any damage caused to street lighting apparatus must be secured and immediately reported to the Highway Authority.

G.1.8: Costs will be recovered from the applicant for rectification of any damage caused to NCC equipment as a result of the applicant’s activities.

G.1.9: The decorations are to be kept in a safe condition by the applicant by means of regular, recorded, and logged inspections throughout the duration of the placement. This shall include all brackets, fixings, and electrical equipment.

**Terms and Conditions - G: General:**

G.2.0: The applicant will take all proper precautions to prevent damage or injury to persons or property and have Public Liability Indemnity to Principal insurance of at least £5,000,000 per incident. In the event of breakage of the apparatus or its supports, the applicant is responsible for any damage or injuries caused.

G.2.1: NCC will not accept any responsibility for vandalism or accident damage. Where equipment is removed by NCC following accident or vandalism, NCC will endeavour to recover any equipment attached, but will not be responsible for any consequential loss.

G.2.2: The applicant must include details of the proposed contractors including the name of the professional body they are a member of (NIC, EIC, ASLEC, EAC, HEA or other approved body), evidence of their operatives competency (Electricians must be G39 approved if entering a lighting column), their risk assessment, method statements, arrangements for protection and segregation of the public, signing and guarding, their emergency procedure, maintenance arrangements, and 24/7 emergency contact details with their application.

G.2.3: Installation of and access to seasonal decorations for maintenance and subsequent removal shall, be carried out from a suitable working platform.

G.2.4: The licence will only be granted to the individual or body making the application. It cannot be transferred to any other person or body. All licences last for a maximum of 12 months if all elements of the installation are unchanged and the Contractors qualifications are in date. If the applicant wishes to make changes to the installation, a new application will be required. If there is uncertainty about what constitutes a significant change then contact NCC for clarification.

G.2.5: Qualified **Competent Person/s** must be available at all times for **Emergency** attendance within 2 hours of being so requested for all aspects of installation

(i.e. Catenary wires and/or electrical). NCC reserve the right to attend in the case of emergency if it sees fit (see G. 1.5.)

**Terms and Conditions - E: Electrical:**

E.1.0: For equipment being sited on Nottinghamshire County Council’s (NCC) street lighting columns, NCC will need assurance that the columns are structurally sound and present no danger of deformation or collapse. Columns under 20 years of age will be considered to have adequate strength with no further testing, but columns of a greater age will require load applied deflection structural tests. Test results will be valid for a maximum of 3 years.

E.1.1: All persons undertaking electrical work must be competent and qualified to a minimum standard to undertake said works required, and using equipment to a minimum standard, as required for permanent installations, even though temporary

(E.g. MEWP, IPATH or equivalent, BS 7671 IEE). If this is not the case then the connections to Highway Authority Apparatus can only be undertaken by the Highway Authority. This can be arranged and will be charged to the operator.

E.1.2: If it is proposed to mount external sockets on to lighting columns, details of such must be must provided. Appropriate sockets must be mounted in order to install decorations.

E.1.3: Any electrical equipment mounted at or below 3 metres above ground level must be supplied at a maximum of 110 volts via a centre tapped transformer (55-0-55volts) incorporating a suitably rated RCD in an IP66 weatherproof enclosure.

E.1.4: All items mounted at, on or less than 3 metres above ground level must be protected by suitable barriers keeping the public at a safe distance of at least two metres.

E.1.5: All ground mounted items must be supplied as a maximum SELV, 25-volt AC supply, protected by an RCD situated as near as practically possible to the supply source.

E.1.6: All suitable time mechanisms, separate to street lighting timing mechanisms must be incorporated and equipment located in a secure, effectively earthed and electrically safe way, without causing damage to Highway Authority apparatus, and proposed times for installation and details of layout of said installation provided as part of your application.

E.1.7: All Festoon lamp holders shall be vulcanised and moulded onto the outer sheath of the cable and shall preferably be suitable for Edison Screw lamps. No ‘pin prick’ type lamp holders are to be used, unless applied by a purpose designated machine that ensures proper connection and an Ingress Protection (IP) sealing to IP66.

E.1.8: Decorations containing flashing red, yellow or green lamps will not be erected within 10 metres of traffic signals, light controlled pedestrian crossings or zebra crossings.

E.1.9: Arrangements must be made with the **Distribution Network Operator (DNO)** for electrical supplies and the payment of charges in relation to energy consumption. A copy of the WPD Unmetered Certificate needs to be provided with the application. WPD UMSO Contact Details – [wpdumso@westernpower.co.uk](mailto:wpdumso@westernpower.co.uk) Tel 01332 623114

E.2.0: If the **DNO** is providing a new permanent electricity supply for the decorations, please provide details of each item to be considered. If acceptable a Section 50 New Roads and Street Works Licence will also be required, and you will be required to contact Nottinghamshire County Council Highways Area Office for the Section 50 application pack.

**Terms and Conditions - C: Catenary Wires:**

C.1.0: The applicant must supply a scale plan which clearly identifies the location where the decorations are to be erected. The details and dimensions of the actual decorations being proposed will also need to be submitted for approval. Decorations/equipment outside the highway boundary but linked (e.g. an electrical connection) to those within the highway, must be erected to the same standards, in all respects.

C.1.1: All load calculations must be carried out and appropriate suspension infrastructure; anchorages and catenary wires selected (see attached advice note).

C.1.2: Ensure all anchorage points fixed to walls or other apparatus have been chosen to avoid damage to the wall/apparatus and provide secure anchorage, and that you have obtained written permission from affected 3rd parties.

C.1.3: All anchorages and catenary wires must have a unique identification reference on a label attached to each.

C.1.4: A Structural Engineer’s report must be included in the application, confirming the structural adequacy of the proposed suspension infrastructure including anchors/catenary wires.

C.1.5: An Anchorage and Catenary Wire Inspection and Test Register must be carried out during installation, and be available upon request from the authority, for each anchorage, anchorage point and catenary wire.

C.1.6: The Test Register must include current details of:

* + Annual visual inspections by a **Competent Person**
  + 5 yearly structural testing results by a **Competent Person**
  + Catenary wires replacement every 10yrs or earlier dependant on condition or use

C.1.7: The Institute of Lighting Engineers code of practice for seasonal decorations states that a clearance of 5.8m is required for normal routes and 7.5m for abnormal routes

We, the undersigned, confirm that we have read and understood the Terms and Conditions contained in this document and will comply with all relevant parts.

Name: … ……………………………………………………………………….

Organisation: … … ……………………………………………………………

Position: … … …………………………………………………………………..

Signature:………………………………………………Date:…………………………………