**Application to install Seasonal Decorations and other adornments over the Highway - Under Section 178 of the Highways Act**

**I have read and agree to the terms and conditions attached and are applying for permission to erect the following over the highway (please tick the box)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Seasonal Decorations |  | Hanging Baskets |  | ANPR |  | CCTV |  | Other (specify) |

1. **Contact Details**

|  |  |
| --- | --- |
| Organisation |  |
| Address (Including Postcode) |  |
| Contact name |  |
| 24hr Contact number |  |
| Contact Address *(if different from above)* |  |
| Email address |  |
| Location address\*(Road Name, Town) |  |
| Street lighting ref numbers\* |  |

\*A schedule may be submitted for multiple locations, with the same type/style of attachment.

1. **The Installation**

|  |  |  |
| --- | --- | --- |
| Dates attachment in place | From:  | To  |
| Is it proposed to have catenary wires stretched across the highway? *(tick where appropriate)* | YES [ ]  | NO [ ]  |
| Is it proposed to have electrical connection to Highways Authority Equipment? *(e.g. street lighting column)* | YES [ ]  | NO [ ] *(continue to section C)* |
| Electrical Requirements | Voltage  | Wattage  |
| Is this to be carried out by *(tick where appropriate)* | Appointed Contractor/ Competent Person(s) |[ ]  VIA (on behalf of NCC the Highway Authority) |[ ]
| Fitting contractor details *(if appointing contractor)* | Name  | Address *(including postcode)* |
|  | Telephone/Mobile | Email |

1. **Baskets/Banners etc.**

|  |  |  |
| --- | --- | --- |
| Does the installation include baskets or banners *(tick where appropriate)* | YES [ ]  | NO [ ] *(continue to section D)* |
| Total number of baskets/banners | Baskets | Banners |
| Brief description of basket content |  | Weight when wet  |
| Brief description of banners |  | Size  |

1. **Undertaking**

***Please Note: Detailed drawings and other supporting information will be required for technical review, before application will be granted***

I agree to pay NCC (if required - see note regarding Structural testing costs) for structural testing to be carried out on our behalf

Signed Date

Position

**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 Professionals (ILP) Code of Practice (CoP) for the Installation & Maintenance of Seasonal Decorations and Lighting Column Attachments (Professional Lighting Guide 06)

**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 electrical contractors who must be HERS accredited (or equivalent as per Professional Lighting Guide 06). All operational staff carrying out work on site should be registered to HERS and in possession of a valid HERS card at all times whilst on site. Copy of each operative’s NHSS8/HERS authorisation certificate must be provided with the application. 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. The use of ladders will not be authorised.

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 your permitted dates, 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 additional structural tests as per GN22 Code of Practice.

E.1.1: All persons undertaking electrical work must be competent (HERS registered) to the required standard to undertake said works, and using equipment to a minimum standard, as required for permanent installations, even though temporary. 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 24 volts, 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 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 Licences@viaem.co.uk for a Section 50 application pack.

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

C.1.0 Lighting columns unless specifically designed shall not be connected/ linked by catenary cabling of any type, at any time.

C.1.1: 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.1.2: All load calculations must be carried out and appropriate suspension infrastructure; anchorages and catenary wires selected (see attached advice note).

C.1.3: 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.1.4: All anchorages and catenary wires must have a unique identification reference on a label attached to each.

C.1.5: 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.1.6: 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.1.7: 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.1.8: The Institute of Lighting Professionals Guidance on Installation & Maintenance of Seasonal Decorations & Lighting Column Attachments 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:…………………………………

**Application checklist:**

**(Please ensure all required documents are submitted with your application. Failure to do so may result in delays to your application).**

* A letter of support from the relevant town/community council (if separate from the applicant)
* A plan or list detailing location of the installations with column numbers and technical data outlining the specification of the equipment to be installed
* Method Statement
* Risk Assessment
* Proof of the Contractors Public Liability insurance (to the value of £5million – see G.2.0 or Terms and Conditions)
* If using catenary wires, details and results of tests carried out or confirmation that tests will be carried out (providing dates of when and providing the results when requested by the Authority)

**Applications requiring Electrical Installation:**

* Proof of the Contractors competency and qualifications of the operatives, including who will complete the connection and disconnection
* 24/7 emergency contact details which may be used at any time
* A copy of the Unmetered Supply Certificate or evidence that you have created an account for the use of the electricity