

## **Guidance notes for the erection of permanent or temporary attachments to highway lighting columns.**

### **Introduction**

Our process is in line with recommendations made from the Institute of Lighting Professionals, Professional Lighting Guide 06 – Guidance on the installation and maintenance of seasonal decorations and lighting column attachments.

The process has an emphasis on safety and ensures that all installations are safe and all structures and anchor points are capable of accepting the loadings placed upon them through attachments.

### **General Information**

Street lighting columns are designed to have a very small attachment, and are not generally designed to withstand the additional forces and stress induced by attaching hanging baskets, festive decorations, mobile vehicle activated signs, speed indicator devices, wi-fi equipment, banners or CCTV cameras.

It is still possible to attach the above listed items to lighting columns, or private buildings/equipment providing there is evidence that the columns are capable of carrying the additional loads.

If you are proposing to display hanging baskets, seasonal decorations, signs, cameras or banners or any other type of attachment on or above the highway you will need to apply for a Section 178 of the Highways Act 1980 licence in order to do this.

All applications must be received at least 8 weeks in advance of the installation taking place. Applications received not adhering to this timescale may not be processed and a licence refused.

### **Structural requirements**

Permission will only be given for items to be attached to steel lighting columns owned and maintained by Leicestershire County Council or private individuals. Privately owned columns will need to have permission from the owner to have items attached to them. Structural testing reports will need to be provided for all columns and anchor points regardless of whether they are owned by Leicestershire county council or privately owned.

Under no circumstances will attachments be installed on concrete, cast iron, aluminium or glass-reinforced polyester (GRP) or hinged lighting columns.

Permission will not be given to attach decorations to columns with other attachments such as hanging basket, banner arms, litter bins, banners, signs, WI FI equipment or any other attachment. The maximum number of attachments allowed on a column is one at any given time.

The applicant, at their expense, is to arrange and pay for all proposed columns/anchor points to have a robust structural test carried out to ensure that they are capable of withstanding the additional stresses and loadings induced by the attachment. The structural test will be carried out by Professional Structural Testing Organisations (PSTO) and all reports to be submitted to Leicestershire County Council as proof the columns are structurally capable of accepting the additional loading. The structural tests are to be carried out before the attachments are fixed to the lighting columns to ensure structural stability.

If the attachments are to remain in place beyond the guarantee period a re-test will need to be carried out before the guarantee period expires to ensure the structural capabilities of the columns and anchor points are sufficient. Test results will only be applicable for the load to be attached to the column. Should a greater load be attached (i.e. hanging baskets), the column will require another test to ensure the columns are suitable for use.

Having a structural test carried out does not automatically mean the column can be used for attachments. In some instances, the column will be unsuitable for use and an alternative column will need to be found.

In the event that a column suffers catastrophic failure during the testing process the applicant should contact the customer service centre on 0116 305 0001 to arrange for an emergency attendance by Leicestershire County Council street lighting operatives. The cost the emergency call out will not be charged to the applicant.

### **Height Clearances**

The lowest point of the attachments must be at least 2.5m above the highway. This is to ensure that pedestrians and vehicles do not come into contact with them.

Permission will not be given to support catenaries from Highway Authority owned and maintained lighting columns, this includes power cables between columns. However, the council may grant permission for them to be suspended between buildings, with a minimum clearance of 5.8m above the road. The clearance must also allow for any cable sag. The applicant must also ensure the strength and suitability of the anchorages and the walls to which they are fixed. Reports showing the structural integrity of anchorages will need to be supplied with the application.

### **Traffic Management**

The traffic Management Act 2004 places a duty on the Highways authority to co-ordinate all highway activities, construction works and highways occupation, to ensure the movement of traffic along the authorities' road networks.

The installation of decorations or column attachments may require the use of temporary traffic management or the partial blocking of the highway. The use of temporary traffic management will require a street works notice under the New Roads and Street Works Act 1991.

In order to obtain a street works notice or advice, please contact Leicestershire County Council's Network Management Team on 0116 305 2163 or email [networkmanagement@leics.gov.uk](mailto:networkmanagement@leics.gov.uk)

It is the applicant's responsibility to arrange and pay for any temporary traffic management required to aid the structural testing to be carried out, or the installation and removal of any attachments.

### **Competency Assessment**

Works in the public domain must be compliant with Construction, Design and Management (CDM) Regulation. This document places the responsibility and a legal duty on the person organising or project managing these works for ensuring the right people are engaged on the various aspects of the work.

It is a requirement of Leicestershire County Council that any contractor who is employed to carry out the work within the highway is competent. Contractors will have obtained the appropriate competencies to carry out the works on street lighting.

For each attachment requiring an electrical supply the applicant will need to have evidence that:

- 1) Testing for electrical safety of the attachment has been carried out.
- 2) Electrical inspection and Testing in accordance with BS7671 has been carried out for each electrical isolation point.

Electrical connections made by removing the column access door or by drilling holes in the column door are not acceptable.

It is a requirement of Leicestershire County Council that all electrical mains supplies are protected by a 30mA RCBO (Residual Current Circuit Breaker with Overcurrent protection) at the point of origin, and must be suitably fused as required by BS7671:2011.

Any electrical equipment attached to lighting columns at the request of the applicant will remain the responsibility of the applicant to maintain and repair/replace as necessary, at their own cost. Leicestershire County Council is merely giving permission to attach these to the column.

### **Payment for Electricity**

The applicant will be responsible for any energy consumed by the installation. The applicant will need to make the necessary arrangements with the electricity board to agree an unmetered load certificate.

The applicant will need to register this certificate with their chosen energy supplier and pay them for all electricity used. The County Council will not pay for the additional energy consumed by the attachment.

A copy of the unmetered load certificate will need to be supplied to Leicestershire County Council at the same time as the application, and will be checked with the electricity board before a licence will be issued.

Failure to obtain this certificate will result in the application being rejected.

### **Insurances**

The applicant will need to provide evidence of insurance of a minimum of £5 million Public Liability Insurance for any one event.

The Professional Structural Testing (PTSO) employed to provide robust strength testing of highways lighting columns must have the following insurances as a minimum:

- Professional Indemnity insurance - £5 million
- Public liability insurance - £10 Million
- Employers Liability Insurance - £10 million.

Copies of these certificates will need to be provided at the time of application.

### **Licence**

Subject to an application satisfying all conditions a S178 licence will be issued.

The licence is only valid for the period of time the attachments are installed until they are removed, as shown in the application. A new licence will need to be issued each year for each type of attachments/decorations to be used.

Attachments installed that do not comply with the stated requirements, or outside of the approved time period will be classed as non-approved attachments, with a request to remove them within 7 days being sent to the applicant.

If the attachments have not been removed within 7 days, the County Council will carry out the removal works and recharge the costs to your organisation.

**APPLICATION FOR PERMENANT OR TEMPORARY ATTACHMENTS  
ONTO HIGHWAY LIGHTING COLUMNS ON OR ABOVE THE  
HIGHWAY – SECTION 178 LICENCE OF THE HIGHWAYS ACT 1980.**

Please provide all of the information requested below (if applicable) in order to apply for a licence to install seasonal decorations or attachments to lighting columns.

Please include additional information on separate sheets:

1. Party requesting the attachments:

<b>Date of Application:</b>		
<b>Name/Organisation</b>		
<b>Address</b>		
<b>Phone Number</b>		
<b>Email Address</b>		
<b>24 Hour emergency contact</b>	<b>Name</b>	<b>Number</b>

2. Contractor/Installer details:

<b>Contractor/Installer Name</b>	
<b>Address</b>	
<b>Contractor email address</b>	
<b>Phone Number</b>	

<b>24 hour emergency contact</b>	<b>Name</b>	<b>Number</b>
<b>Name of professionally approved body contractor is a member of: <i>Please attach copy of certificate</i></b>	<b>Name</b>	<b>Membership Number</b>

3. Please provide evidence of competency for the people carrying out all testing and installation works.
4. Please provide detailed drawings/plans of the proposed installation showing locations and number of each lighting column to have an attachment, as well as anchor points for catenary wires.
5. Reports from structural engineer that confirm the structural integrity of the anchors, private columns and highway authority apparatus (e.g. lighting columns) to which decorations are to be attached.
6. Installation Details:

<b>Installation Date DD/MM/YEAR</b>		<b>Removal Date DD/MM/YEAR</b>	
<b>Hours of operation</b>	From	To	
<b>The attachments are:</b>	Hanging Baskets <input type="checkbox"/>	Festive Decorations <input type="checkbox"/>	Banners <input type="checkbox"/> Other <input type="checkbox"/>
If other please state:			
<b>Is it proposed to have catenary wire stretched across the Highway <i>Please tick</i></b>	Yes <input type="checkbox"/> (Please complete table below)		No <input type="checkbox"/>
<b>Are decorations to be attached to highways lighting columns? <i>Please tick</i></b>	Yes <input type="checkbox"/> (Please complete table below)		No <input type="checkbox"/>
Please provide the information on the following page, on a separate sheet if necessary, but in the same format.			

Street Lighting Information			Decoration Information				
Column Number	Road Name	Location	Decoration Type	Dimensions		Weight	Windage Area
				Height	Width		
<i>i.e. col 3</i>	<i>Leicester Road</i>	<i>Outside house 3</i>	<i>Star Motif</i>	<i>2.00m</i>	<i>1.5m</i>	<i>8Kg</i>	<i>0.256m<sup>2</sup></i>

Catenary Details		Decoration Information				
Anchor point locations	Road Name	Decoration Type	Dimensions		Weight	Windage Area
			Height	Width		
<i>i.e. Above Costa and Burger King</i>	<i>Leicester Road</i>	<i>Star Motif</i>	<i>1.00m</i>	<i>7.00m</i>	<i>15Kg</i>	<i>0.256m<sup>2</sup></i>

7. Please provide details of all ground mounted decorations, as well as information about ground mounted barriers around the decorations.

8. Electrical details.

<b>Are Electrical supplies required?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Are Electrical Supplies to be taken from Highways Assets?</b>	Yes <input type="checkbox"/> Are these the same as the column numbers above? Yes <input type="checkbox"/> No <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details of where electrical supplies will be taken from: <i>Provide on separate sheet if necessary</i>		

9. Please provide copies of all electrical test certificates.

10. Details of energy Requirements:

<b>Voltage Required:</b>	<b>Total Load: (Wattage)</b>	
<b>Details of Payment of energy</b>	Supplier:	Account number/MPAN:

Please provide a copy of your unmetered load certificate provided by your chosen energy supplier.

11. Applicants Public Liability Insurance.

Name of Insurance Company	
Policy Number	
Amount	

Please attach copy of a valid insurance certificate.

12. Please provide copies of Professional indemnity, Public liability and employer's liability insurance certificates for the Professional Structural Testing Organisation employed to structurally test anchor points, private lighting columns and highway assets.

13. Details of the proposed traffic management requirements for the structural testing and the installation and removal of the attachments.

**Lcc staff use only.**

Information supplied within application:

<b>Applicant details</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>2.Contractor/Installer details</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>3.Contractor competency evidence</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>4.Detailed drawings/plans</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>5.Structural test reports</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>6.Installation details</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>7.Details of ground mounted decorations</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>8.Electrical details</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>9.Electrical test certificates</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>10.Details of Energy requirements</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>11.Applicants Insurance</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>12.PSTO Insurance</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>13. Details of traffic management</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

**APPROVAL OF APPLICATION**

Licence Issued	Yes <input type="checkbox"/>	Date
Reject Application	Yes <input type="checkbox"/>	Date
Application On Hold	Yes <input type="checkbox"/>	Date
Reasons for Rejection/On Hold		