

PUBLIC



ATTACHMENT TO STREET LIGHTING COLUMNS POLICY

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AN ELEMENT OF THE HIGHWAY NETWORK
MANAGEMENT PLAN

DOCUMENT INFORMATION

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Introduction

This document will explain how Derbyshire County Council manage requests for attachments to street lighting columns. It is part of the Highway Network Management Plan suite of documents which set out how we manage and provide network change. The document takes into account guidance provided by the Institution of Lighting Professionals (ILP). The document will be reviewed biennially.

If you wish to attach seasonal decorations such as hanging baskets, Christmas lights or any other electrical equipment to street lighting columns in your town or village you will need to apply for a licence to do so under [section 178 of the Highways Act 1980](#). Licences may be either temporary or permanent but will not be “open ended”. A licence will be needed for every new set of attachments and will not cover multiple years.

Street lighting columns on the Highway within Derbyshire are the responsibility of the County Council and a licence is required for the erection of permanent or temporary attachments onto highway lighting columns.

A licence is required as a street lighting column is classed as a minor structure and is designed to enable the support of a luminaire and bracket and occasionally a sign or other attachment. The licence system enables the Council to consider each request on a case by case basis to ensure that the structure can support any additional attachments and that the highway remains safe. The Highway Code of Practice also requires Highway Authorities to consider decluttering of streets and the licence system would enable the Council to do this.

Only authorised bodies, such as borough, district and parish, town councils or organisations provided with authority confirmation may fix appropriate attachments.

The following definitions will be used throughout this document:

Applicant – the organisation applying for a licence

Attachment – any third party object which is to be attached to a lighting column, examples are hanging basket, Christmas lights, and CCTV camera.

Designer – any person or organisation who is carrying out the design of the attachment.

DNO – Distribution Network Operator, a term used to describe the local electricity company.

Energy supplier – a company to which the applicant pays for energy consumed where applicable.

Licence – permission granted to the applicant to install attachments in accordance with the application.

Highway Authority - Derbyshire County Council

A licence shall not be granted in the following circumstances:

- Litter and dog waste bins. These may be removed without prior knowledge
- Any form of advertising
- Attachments which obstruct or distract attention from a traffic sign or traffic signal
- Attachments to any lighting column of concrete, cast iron or aluminium construction or any passively safe lighting column. We are happy to provide assistance with identifying these assets on request.

Permission shall not be granted to support catenaries or bunting from lighting columns. Attachments to hinged columns are generally not permitted as they can cause interference with the lowering mechanism preventing maintenance of the streetlight.

The Council will not fund the replacement of lighting columns to suit the requirements of an attachment application.

Royal British Legion Poppies

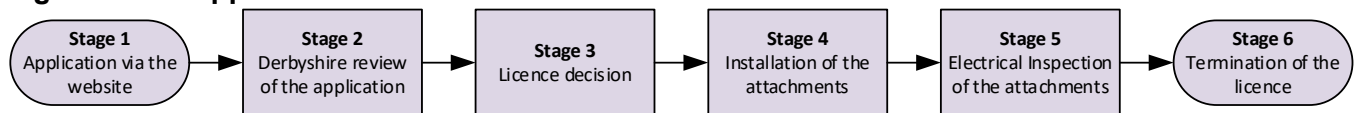
An application for this type of attachment is not necessary. To affix poppies to streetlights in your area you will need to follow the guidance below:

- Please advise which columns you are using by emailing street.lighting@derbyshire.gov.uk;
- Please install above head height and ensure, if using plastic cable ties, that any excess is trimmed off. When installing the poppies take appropriate care within the public highway to ensure safety of yourselves and other highway users;
- Please ensure that the poppies are not attached to columns or posts with other road signage already attached so that they cannot obstruct existing road signs. Please also ensure the poppies do not obstruct visibility at junctions or signage on other posts/columns;
- Advertising signs are not generally allowed within the public highway. The only exception to this are sponsorship signs on some roundabouts that can accommodate the sign. We would therefore not allow any associated sponsorship sign which may be considered as part of Royal British Legion's suggestion;
- Should any issue with the siting of the poppies be identified or reported, the County Council may require you to remove the poppies with immediate effect.
- Please remove all the poppies (including any plastic cable ties) after Remembrance Sunday.

The Application Process

An application process has 6 stages as detailed in Figure 1 below. This document will provide the relevant guidance throughout each stage.

Figure 1 The Application Process



Stage 1 Applying for the licence

We will only consider requests for attachments to steel lighting columns, the process for applying for a licence is electronic via the [Derbyshire County Council website](https://www.derbyshire.gov.uk). If you want to see if your location is likely to be considered prior to the application, please contact street.lighting@derbyshire.gov.uk

The application for a licence needs to be submitted at least 8 weeks and in some traffic sensitive locations 12 weeks before the proposed installation date. A list of traffic sensitive roads is available on the Derbyshire County Council website at; [Highway permit scheme - Derbyshire County Council](https://www.derbyshire.gov.uk)

As part of the application you will need to provide;

- Public Liability Insurance Certificate to a value of £10million*
- Professional Insurance to a value of approximately £5million*
- Site specific risk assessments
- Installation method statements

- Traffic Management Plan and Evidence of Signing and Guarding accreditation (NRSWA) if on a traffic sensitive street
- Emergency Plan including 24 hour availability contact details
- Maintenance Plan stating how the attachment will be maintained
- Structural test reports
- Decommissioning Plan stating how the attachments will be removed or what will stay in-situ.

If you have requested a connection to a Street Lighting electrical supply please provide the following additional documentation:

- Competency evidence of each person carrying out work on the highway i.e. G39/1 accreditation, Highway Electrical Registration Details (HERS), NICEIC registration details for Street Lighting (Electrical only)
- A statement to confirm that arrangements are in place to pay for the energy consumed, this could be in the form of an unmetered supply certificate. Electrical testing certificate in accordance with BS 7671
- A statement regarding whether your design conforms with the Highway Electrical Standard Details which be requested by completing a form here <https://my.derbyshire.gov.uk/MyServices>

You will find a checklist in [Appendix A](#). Step by Step guidance on how to complete the application form can be found in [Appendix B](#). We will not accept any applications that have not uploaded all relevant documents on the online form.

The applicant will have to ensure that the Designer of the attachment has the relevant professional organisation and Engineering Council requirements for the role they are undertaking. Typically, these individuals should be completed by or supervised by a Chartered Civil or Structural Engineer registered with the Institution of Civil Engineers or the Institution of Structural Engineers.

What the applicant and the designer need to do:

The designer must be provided with the following information by the applicant:

- Type of attachment
- Weight of attachment
- Overall dimensions
- Solidity of attachment
- Mounting height to underside
- Eccentricity (offset) of the centre of area to column centreline
- Proposed mounting or cabling hole
- Electrical requirements and loading

The designer must take the following into account when designing the attachment:

- Does it need to be attached to a column and if the answer is yes consider the following:
 - o Need to minimise weight and wind areas
 - o Consideration if all the attachment needs to be attached to the column or if components can be remote from the column.
 - o Equipment mounted inside the column should be designed as compact as possible.
 - o The correct hole position to ensure the lighting column remains structurally safe.

The designer must also take into consideration height clearance when considering sites. All attachments to lighting columns must allow a minimum of 2.5m clearance to the underside of the attachment (2.6m if equestrians are likely to use the route). Where a reinforced lighting column is required to accommodate additional loads, the height of the attachment must comply with that on which the structural design and calculations are based. The reinforced lighting column must be compliant with BS EN40 and PAS191. The County Council shall not fund the additional cost of reinforced lighting columns to meet the requirements for third party attachments.

Attachments should also not be within 0.5m of a kerb edge to avoid potentially obscuring the sight lines of visibility for any road users or posing a risk of being struck by passing traffic.

For specific design guidance the applicant designer can consult the ILP's Guidance Note 12/21 Multi – function 'Smart' Lighting Columns. This can be downloaded online for free here: [Guidance Note 12 The Smart Lighting Column | Institution of Lighting Professionals \(theilp.org.uk\)](http://theilp.org.uk)

As part of the application the applicant will have to ensure that structural testing is carried out. This is because street lighting columns are not designed to accommodate additional loads such as hanging baskets and Christmas decorations. As part of the application for a licence the Applicant must demonstrate that any attachments to the lighting column will not compromise its structural integrity. Failure to do so could result in catastrophic failure of the lighting column.

There are a number of specialist companies which can be employed to apply loadings applicable to specific sizes of attachment and prove that columns are structurally sound to enable the attachment to be applied. Typically, individuals carrying out these checks should be a Chartered Civil or Structural Engineer registered with the Institution of Civil Engineers or the Institution of Structural Engineers. The Council will be able to provide the company with the relevant asset information they need. This could include:

- The column specification
- Date of column installation
- Condition Survey Results
- Existing attachment details.

What the applicant's structural testing contractor should do:

The engineer should carry out the following tasks for each application:

- Follow the loading requirements and structural capacity checks as detailed in BS EN 40
- Ensure they follow the local Highway Authority Requirements.
- Assess the Ultimate Limit State (ULS) which considers the worst-case combination of self-weight and wind loads.
- Assess the Serviceability Limit State (SLS) which considers the movement of the column.
- Assess fatigue requirements.

The engineer's completed and signed documentation must be provided before proceeding with any attachment. The capital costs of testing and associated works are to be met by the Applicant.

Where new columns are required, at least 16 weeks' notice needs to be given in the year that an attachment is to be made in order for works to be completed. New columns will only be funded if there is a need to replace due to corrosion, replacement lighting columns funded by the County Council will be to our standard specification. The cost of any additional requirements shall be funded by the applicant

Stage 2 Derbyshire Review of the Application

Once the Council have received an application in some instances an officer who is dealing with the request may wish to meet the applicant to determine the exact location, position, fixings and power source.

The officer dealing with a request will also consider;

- Abnormal load routes
- Possible obstructions to highway signs or traffic signals
- Whether there are any planned works that will be affected by the installation
- The safety of the County Councils contractors who are required to work in the vicinity of such installations
- Access for emergency services
- Glare and nuisance from a light source
- Noise and light pollution
- Outcomes of any consultations undertaken by the applicant.
- Outcomes of the client's structural tests.
- Ensuring all the correct plans have been submitted by the applicant.
- Overhead power and telephone lines in the vicinity
- Traffic disruption during installation and removal (the Applicant will be responsible for any Traffic Management Act notices required)
- Traffic sensitive streets – a permit to work on the highway may also be required.
- Access for maintenance of the attachments
- Access for maintenance of the street lighting column and luminaire.
- Whether the applicant is employing competent persons to undertake the work
- How the attachment is to be safely installed, maintained and removed with due consideration to both yourself and the public.

- If there are other attachments that are going to be attached to the same asset at the same time as this may lead to structural overload.
- If the attachment will cause excessive movement to the column in the event of high winds.

Stage 3 Licence Decision

The officer dealing with an application will make contact within 28 working days of submission to inform that;

- Your application has been approved
- More time is needed to carry out an appraisal
- Alternative proposals should be considered
- Your application has been rejected along with the reasons for rejection.

Whether the licence issued is either temporary or permanent it will not be “open ended” and a revised application will be needed each time it is proposed to install the attachments. If an organisation wishes to combine applications for both Christmas decorations and floral attachments on to the same application that is acceptable as long as the structural tests are undertaken for both of the attachment types and insurances are updated when necessary.

A temporary licence will be granted for no longer than 12 months.

A permanent licence will be granted for no longer than 5 years.

A temporary licence would cover attachments such as Christmas decorations and hanging baskets.

A permanent licence would cover attachments such as CCTV and ANPR cameras. Where a permanent licence is granted the Highway Authority will not be liable for any costs for repeat structural testing or electrical assessment, maintenance, removal or replacement of the attachment or any associated electrical equipment.

Attachments which do not comply with the stated requirements will be classed as non-approved and to protect the County Council from potential claims the County Council may request removal within 14 days.

If satisfactory removal and restoration of highway property is not undertaken the County Council will carry out the necessary works and recharge the cost to your organisation.

Any attachment found to be in an unsafe condition may be immediately removed without prior warning.

Attachments will only be licenced if they do not affect the maintenance operations of the column (for example, covering the column door) and does not interfere with the performance of the luminaire.

Stage 4 Installation of the Attachments

All attachments requiring an electrical supply must be inspected and tested in accordance with the requirements of BS7671 and IET Guidance Note 3 Inspection and Testing, before being commissioned and the electrical test documentation submitted with five working days of installation.

If a highways permit is required the applicant is required to apply for this prior to works starting. Information on Derbyshire Highway Permitting can be found on the Derbyshire County Council website [Highway permit scheme - Derbyshire County Council](#)

The applicant must ensure that all individuals who will be working on the attachment and associated street lighting column have the correct competency levels.

Works in the public domain must be compliant with Construction, Design and Management (CDM) Regulations. 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.

You will need to have evidence that the person carrying out the work is competent to use equipment required to install, maintain and remove the attachment, whether or not access to equipment inside the lighting column is needed.

The necessary competency requirements will differ, dependant on the type of attachment, but for any attachment NOT requiring an electrical supply the minimum personnel competency requirements would be:

- Manual Handling
- Emergency First Aid in the Workplace for Appointed Persons
- Traffic Management in accordance with SSD12D
- Either Ladder training or Mobile Elevated Work Platform (MEWP) as appropriate to the risk assessment and method statement. MEWP's is preferable, as this is much safer.

For any works requiring an electrical supply, the minimum competency requirements are the above plus the following:

- City & Guilds 2382 L3 Award in the Requirements for Electrical Installations BS7671:2018 (18th Edition)
- G39 Level 1
- Electro technical Certification Scheme (ECS) Health and Safety Assessment
- NICEIC or equivalent registration for Street Lighting
- HERS registration at a level commensurate to the work being undertaken

It is a requirement of the Highway Authority that a contractor registered under the National Highways Sector Scheme 8 (NHSS8) Highways Electrical Registration Scheme (HERS), is appointed to carry out all electrical work. Contractors registered will have obtained the appropriate competencies to carry out works on street lighting.

A register of organisations meeting this requirement can be found on the [HEA website](#).

For each attachment requiring an electrical supply you will need to have evidence that,

- Testing for Electrical Safety or PAT testing of the attachment has been carried
- 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.

The applicant's electrical contractor can find specific guidance in the IET ' Guide to highway electrical street furniture' which can be found on the [IET website](#).

The Applicant will be responsible for the payment of energy consumed by any proposed attachments.

All electrical connections will require the Applicant to agree an unmetered supply certificate with the local electricity company, known as a DNO (distribution network operator). There are three which cover Derbyshire, National Grid Electricity Distribution, Electricity North West and Northern Power Grid. If you are unsure which area your application falls within we are happy to provide this information on request.

The Applicant will then need to register this certificate with a chosen energy supplier such as EDF, British Gas etc. and pay them for the electricity used. The Council will not pay for the energy consumed by any third party attachment the County Council has a duty to notify the DNO of any connections made to the unmetered electricity network.

Failure to register any unmetered electricity connections with the DNO and an energy supplier may result in prosecution for abstraction of electricity.

Unmetered load certification can be obtained by contacting one of the following who will require details of the number of displays, their locations and the total wattage of each type of display, along with details of the operating hours. Please submit a copy of the Unmetered Load Certificate with your application.

National Grid Electricity Distribution

Coverage - Majority of Derbyshire

Unmetered Supplies Operator, National Grid, Herald Way, Pegasus Business Park, Castle Donington DE74 2TU

01332 623114

Nged.umso@nationalgrid.co.uk

Electricity North West

Coverage – Buxton and High Peak

Unmetered Supplies Operator, Electricity North West, 304 Bridgewater Place, Birchwood Park, Warrington, Cheshire WA3 6XG

01925 846999

unmeteredsupplies@enwl.co.uk

Northern Power Grid

Coverage – Dronfield and parts of Hope Valley

Unmetered Supplies Operator, Northern Power Grid Lloyds Court, 78 Grey Street, Newcastle Upon Tyne NE1 6SF

08000 282018 Option 4 then Option 1

Unmetered.supplies.operator@northernpowergrid.com

A certificate of insurance, indemnifying the Highway Authority against any third party claims due to the installation, operation or removal of the attachments and any consequential damage to the Highway Authority property must be obtained by the Applicant. This Public Liability insurance must be to a value of at least £10m however Applicants must be aware that they are potentially exposed to claims beyond that value.

The applicant is responsible for the following checks on the installed attachment:

- The attachment is adequately fixed to the column;
- Any electrical components are safe and have ingress protection;
- Any cabling is suitably routed and protected;

For specific guidance on the above requirements the applicant should read the Guidance Note 12/21 Multi-Function 'Smart' Lighting Columns. This can be downloaded online for free here: [Guidance Note 12 The Smart Lighting Column | Institution of Lighting Professionals \(theilp.org.uk\)](http://www.theilp.org.uk).

The applicant will also be required to supply any relevant information that the emergency services would need in the event the lighting column is involved in an RTC knock down.

All attachments should have indelible labels that will remain permanent and legible for the life of the attachment. This may be text or a QR code and should be fixed to the attachment and the inside of the column door cover and on the backboard inside the column. It should include the following:

- Owner/Operator
- Emergency procedures and contacts
- Any H & S information that may affect though accessing the column for normal operations
- H & S considerations for surrounding residents, property owners or workers.

If safety labels are required these should be affixed to all location that is clear to those accessing and maintain the assets.

Copies of all installation, operation and maintenance instructions including warnings and safety information should be provided to the Council. This will be added to the Council's Asset Management System.

Stage 5 Electrical Inspection of the attachment by Derbyshire

Attachments with an electrical connection should also be subject to regular electrical inspection and test regime as required under BS7671 during the duration the attachment is installed. The results of these tests should be supplied to the Council within 5 working days of the test.

Stage 6 Termination of the licence

A licence can be terminated if the applicant has not followed the correct guidance when installing the licence or if it is a temporary licence that has come to its end date.

Additional Information

All data submitted to the Council will be treated in accordance with the general data protection regulations (GDPR) and stored within our asset management system and on secure network drives for the duration of the licence and for a period of six years after the expiry of the licence.

The Council's asset management system will hold the following information about street lighting columns that have attachment licences associated with them:

- The times of year that the licence is valid for.
- Attachment type/reference
- Approved installation date
- Required removal date
- Emergency contact details in case of knock-down
- Attachment dimensions (H x W x D)
- Attachment solidity and/or shape co-efficient
- Maximum allowable mounting height to the centre of the area
- Maximum allowable offset from column centreline to centre of area
- Attachment weight
- Inspection activity of the attachment and associated street lighting column

If necessary, the Council will store design drawing in our asset management system.

If you have any questions about the application process please email street.lighting@derbyshire.gov.uk

APPENDICES

Appendix A Application Checklist

| | |
|--------------------|--|
| Applicants Name | |
| Applicants Company | |


| Task | Details enclosed (Yes/No/N/A) |
|---|-------------------------------|
| Completed application form | |
| Copy of public liability insurance certificate | |
| Copy of professional insurance | |
| Site specific risk assessments | |
| Installation Method Statements | |
| Traffic Management Plan and Evidence of Signing and Guarding Accreditation if on a sensitive street | |
| Emergency Plan | |
| Maintenance Plan | |
| Structural Test Reports | |
| Decommissioning Plan to include how they will remove items and any items that will remain in situ | |
| If a connection to the Street Lighting Electrical Supply is required, the following will also need to be supplied | N/A |
| Evidence of installers competency: G39/1 accreditation, Highway Electrical Registration Details (HERs), NICEIC registration details for Street Lighting | |
| A statement stating that they will make arrangements to pay for the energy consumed (if applicable) which is an unmetered supply certificate | |
| Electrical testing certificate in accordance with BS 7671 | |
| A statement to say they will conform to Highway Electrical Standard Details | |
| Complete Risk Assessment | |
| Health and Safety Plan | |
| Detailed electrical details for supply sources, circuit protection and inspection certificates | |

Appendix B How to complete the application form

- Navigate to the application form on this page:
<https://edrm.webapp.derbyshire.local/livelink/lisapi.dll/link/124461090>
- Read through the information provided on the initial page of the application and click on next
- On the location tab navigate to the area you want to apply for on the map. This can be done by panning around the map or searching for the road or street light you are looking for. If you are entering a street light number you may need to add 0's before the asset number for example 000123 not 123.

Search results

123 - Derby Road, Rhs Eachwell Lane (Alfreton)



Features at this location

Please select from one of the following options (*)

Road: Derby Road, Alfreton

Road: Eachwell Lane, Alfreton

Street light: Number 000123 - Derby Road, Alfreton

Street light: Number 000267 - Lighting Column 10m Tubular Steel

Street light: Number 000266 - Lighting Column 10m Tubular Steel

Selected feature

You have selected the following features at this location.

Number 000268 - Lighting Column 10m Tubular Steel

Number 000123 - Derby Road, Alfreton

Not listed ▼

- You should zoom into the area you want and then click on any street lights that they need to select in the list below the map. These will be added to the application. If you need to choose multiple streets they can repeat the last step and add another road

Features at this location

Please select from one of the following options (*)

| |
|--|
| Road: Bank Gardens, Matlock |
| Road: Bank Road, Matlock |
| Road: Oak Road, Matlock |
| Street light: Number 058541 - Bank Road, Matlock |
| Street light: Number 058540 - Bank Road, Matlock |
| Street light: Number 058542 - Bank Road, Matlock |
| Street light: Number 089408 - Lighting Column 5m Tubular Steel |

- You will then see a list of what they have selected which you can delete using the x if required

Selected feature

You have selected the following features at this location.

| | |
|---|---|
| X | Number 000268 - Lighting Column 10m Tubular Steel |
| X | Number 000267 - Lighting Column 10m Tubular Steel |

Not listed

- Click next

- The next page will ask you to select the type of attachment and requires attributes to be completed. Other will ask you to add details. Not applicable is an option if required. Once completed click next

Type of attachment *

| |
|--|
| Hanging floral basket |
| Christmas Lights (Solar) |
| Christmas Lights (Mains) |
| Temporary Signs/banners |
| Decorations requiring an electrical supply |
| CCTV equipment |

-

Attachment details

Weight of attachment *

Overall dimensions *

Solidity of attachment *

Mounting height to underside *

(minimum of a 2.5m clearance)

Distance to edge of carriageway *

(a minimum of 0.5m and not obscuring sight lines or visibility for any road users)

Eccentricity (offset) of the centre of area to column centreline *

- The next page will require you to upload all the relevant information or answer yes/no questions and press next. Mandatory ones are denoted by the red asterix. There will be additional document if the previous page had highlighted electrical requirements

Please upload the following documents:

Public Liability Insurance Certificate to a value of £10million *

Drop files here to upload - Uploaded: 0 of 1

Professional Insurance to a value of approximately £5million *

Drop files here to upload - Uploaded: 0 of 1

Site specific risk assessments *

Drop files here to upload - Uploaded: 0 of 1

Installation method statements *

Drop files here to upload - Uploaded: 0 of 1

- Under applicants signatory you are agreeing that everything you have input is correct. Click next.

Information Location Attachments to Street Lighting Column Documents **Applicant Signatory**

Details of Applicant Details of Contractor/Installer Confirmation

In submitting this Application, do you (the Applicant) agree to:

- Confirm that the answers and supporting information given are true and correct
- Abide by the terms and conditions as detailed in the 'Attachments to Street Lighting Columns Policy'
- Inform Derbyshire County Council immediately of any change to the information contained the application
- Confirm that the decoration/equipment to be attached are in good working order

I Agree *

- You need to complete the following pages:
 - Details of applicant
 - Details of Contractor/Installer
 - Confirmation and then Submit.

You will get an overview of what they have entered and a case number.

- Once we have received your application, we will email you with an agreement for you to sign. You need to sign this and reply as instructed in the email. We are unable to issue a licence until we receive a signed agreement back from you.