

Guidance Notes for the Erection of Permanent or Temporary Attachments onto Highway Lighting Columns

Introduction

If you wish to attach seasonal decorations such as hanging baskets or Christmas lights to street lighting columns in your town or village you will need to apply for a licence to do so.

Street lighting columns 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.

We will only consider requests for attachments to steel lighting columns

You will need to supply with your application:

- Public Liability Insurance to £5million for any one event
- Evidence of competency for each person who will carry out work on the highway
- Site specific risk assessments and method statements
- Structural test reports for the street lights you require the licence to cover
- Where applicable evidence that there are arrangements in place to pay for the energy consumption of the equipment

All attachments requiring an electrical supply must be inspected and tested before being commissioned and the electrical test documentation submitted with five working days.

General

The application for a licence needs to be submitted at least 4 weeks and in some traffic sensitive locations 12 weeks before the proposed erection date.

The officer dealing with your request may wish to meet with you in order to determine the exact location, position, fixings and power source.

The officer will need to 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
- 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
- Whether you are 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.

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The officer dealing with the application will make contact within 10 working days to inform that either:

- The application has been processed and approved
- More time is required to carry out the appraisal
- Alternative proposals should be considered
- The application has been rejected

Structural Testing

It is a popular misconception that all street lighting columns can carry attachments, this is generally incorrect. If the column is less than seven years old, the manufacturer can provide guidance on whether the column is suitable.

If the column is older than seven year old a specialist companies 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.

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 your organisation.

Attachments to concrete, cast iron, aluminium or glass-reinforced polyester (GRP) lighting columns will not be permitted unless they are specifically designed for the wind and weight loading of the specified attachment.

Attachments to hinged columns are not permitted as they can cause interference with the lowering mechanism presenting possible health and safety concerns for operatives.

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.

Height Clearance

All attachments to lighting columns above footways and verges must be at least 2.5m to the underside of any attachment, such as a hanging basket or sign, protruding from the column. In the case of columns specifically strengthened to accommodate an attachment; the height must comply with that on which the structural design is based.

This is to ensure pedestrians and vehicles do not make contact with the attachment.

Permission will not be given to support catenaries or bunting from lighting columns. However, the council may be able to grant permission for them to be suspended between buildings, a minimum of 5.8 metres above the road (7.5 metres on abnormal load routes). The clearance must also allow for any cable sag. You should also satisfy yourselves with the strength and suitability of the anchorages and the wall to which they are fixed.

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Competency assessment

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.

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 17th Edition
- G39 Level 1
- Electro technical Certification Scheme (ECS) Health and Safety Assessment
- NICEIC registration for Street Lighting

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

A list of all registered organisations can be viewed at:

www.highwayelectrical.org.uk/HEA/RegisteredOrgs.htm

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.

Payment for Electricity

You will be responsible for the electricity consumption of each proposed attachment.

- For all electrical connections, you will need to agree an unmetered load certificate with your local electricity company.

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- You will then need to register this certificate with your chosen energy supplier and pay them for any electricity used. You must not assume that the County Council will pay for the extra electricity consumption.
- Failure to register may result in prosecution for theft of electricity by the supplier.

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.

Contact	Address	Contact Number	Email Address
The majority of Derbyshire	Unmetered Supplies Operator, Western Power Distribution, Herald Way, Pegasus Business Park, Castle Donington DE7 2TU	01332 623114	wpdumso@westernpower.co.uk
High Peak Area	Unmetered Supplies Operator, Electricity North West, 304 Bridgewater Place, Birchwood Park, Warrington, Cheshire WA3 6XG	01925 846999	unmeteredsupplies@enwl.co.uk
Dronfield and Hope Valley	Unmetered Supplies Operator, Northern Power Grid Lloyds Court, 78 Grey Street, Newcastle Upon Tyne NE1 6SF	0800 028 2018 Option 4 then Option 1	Unmetered.supplies.operator@northernpowergrid.com

Exceptions

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.

Permission will not be granted in any of the following circumstances:

- Litter bins and dog excrement receptacles on lighting columns; consequently these may be removed without prior notice
- Where the attachment relates to any form of advertising
- Attachments that obstruct or distract from a traffic signal or highway sign
- Attachments to concrete, cast iron, aluminium or glass-reinforced polyester (GRP) lighting columns, unless they are specifically designed for the wind and weight loading of the specified attachment.

Insurance and Indemnities

Before the County Council grants a licence, you will need to provide evidence of insurance and indemnity for a minimum of £5 million for any one event.

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The licence will indemnify the County Council and its employees against all losses, action, proceedings, claims, costs or damages that may arise from the installation, erection, presence, maintenance and removal of any attachment and for the correction of any defects that arise as a result of making the attachment.

Licence Termination

Where a licence for a permanent installation is required, the authority will not accept any costs for repeat structural or electrical assessment, maintenance, removal or replacement of the attachment or any associated electrical equipment.

A licence for a temporary installation will be for a specific period of time, not exceeding 3 months. It will not be open ended or allowed to “roll on” to future seasons.

The licence will end when:

- The authority gives reasonable notice
- Your organisation gives notice to the authority
- The license period of time has elapsed

Charges will be applied to your organisation if the County Council:

- Needs to remove an attachment which is considered to be hazardous or causing an obstruction
- Removes an attachment that becomes an obstruction to the future maintenance or replacement of the column
- Considers that satisfactory removal and restoration of highway property has not been carried out

Once the licence is terminated, all attachments must be removed to the satisfaction of the County Council.