

Cambridgeshire County Council

Place and Economy

Street Lighting Attachments Policy.

V 1.0 Final 2019

Lighting Column Attachments

1. Scope

This document gives details of the procedures that shall be followed in relation to installing seasonal decorations (such as Christmas decorations, hanging baskets and banners) and other attachments such as but not limited to (CCTV cameras, WIFI equipment and public transport information) on Cambridgeshire County Council (CCC) street lighting columns. This policy also applies to the installation of catenary or suspension infrastructure across the public highway which is to be attached to street lighting columns.

The attachment of any equipment to CCC owned street lighting columns requires consent from the Council, as Highway Authority.

Where persons or organisations wish to install display items on or above the public highway, consent will be required from the Highway Authority in accordance with Section 178 of the Highways Act 1980.

Cambridgeshire County Council aspires to grant an application but as a responsible authority it has a duty of care to maintain safe passage for all users of the public highway and with this in mind CCC would request that this policy is read carefully. Therefore permission for attachments to be installed may not be able to be granted in all instances.

2. Background

A variety of attachments are installed on lighting columns throughout the county. Whilst these may not be owned or controlled by the Highway Authority, such attachments may cause an interference with use of the public highway and the Highway Authority has statutory powers to control their deployment.

Any additional structural load imposed on a lighting column, which includes catenary wires increases the risk of failure. As such all applications to make an attachment onto a lighting column need to be assessed individually to ensure that its safety and structural integrity is not compromised.

The Highway can include the carriageway, footway and any verge. The term “banner” may include “temporary advertising board or notice”. Attachments include:

- Illuminated and non-illuminated decorations erected for Christmas and other religious celebrations
- Illuminated and non-illuminated decorations erected for festivals and other celebrations

- Flower Decorations including fixed and hanging floral displays
- Illuminated and non-illuminated advertisements
- CCTV cameras
- Signs including those used for advertising as well as public information
- Public transport information
- WIFI equipment
- Litter bins
- Speed indication devices
- Variable message signs
- Any other temporary or permanent fixtures

3. General Terms and Conditions

This policy applies to the attachment of any equipment to CCC owned street lighting columns. (Please note the General Terms and Conditions apply to all attachments including suspension infrastructure (catenary decorations, or similar), and further conditions can be found in section 5)

The completed application form and associated paperwork should be submitted to CCC a minimum of 12 weeks prior to the proposed installation start date.

When an application to erect banners is submitted only the following will be considered:

- Advertisement is non-commercial unless covered by a separate formal agreement with Cambridgeshire County Council.
- For a local charity or local community event.
- Non-political.
- Will not cause public offence.
- Does not suggest bias on behalf of the council.

- Does not distract drivers using the highway at complex junctions/ locations with high traffic accident rates.
- Affect the integrity or reputation of the council etc.

4. Fees and Charges

Fees will be levied to commercial organisations only, fees contained in Table 1 cover the authorisation administration, technical checking and updating of the records in the street lighting inventory management system. Please note if the attachment is installed for a fixed period i.e. seasonal decorations, then the street lighting inventory update fee would be charged twice, for installation and for removal.

Table 1 – Technical approval check and Street Lighting Inventory records update.

Process	Fee
Cambridgeshire County Council Checks	£47.55
Balfour Beatty Checks	Fee Payable (Excludes VAT).
1-5 standard attachments in a single application:	
Technical Approval Check fee	£13.25 to review application.
Street Lighting Inventory records Update fee	£8.85 for system administration for units covered by application.
6-10 standard attachments in a single application:	Fee Payable (Excludes VAT).
Technical Approval Check fee	£26.50 to review application.
Street Lighting Inventory records Update fee	£17.70 for system administration for units covered by application.
10+ attachments in a single application	Fee Payable (Excludes VAT).
Technical Approval Check fee	£26.50 + £1.75 per additional attachment to review
Street Lighting Inventory records Update fee	£17.70 + £1.25 per additional attachment for administration
Banners	Fee Payable (Excludes VAT).
Technical Approval Check fee	£13.25 to review for the first banner in a single application. Plus £4.50 for each additional banner per application.
Street Lighting Inventory records Update fee	£1.75 per unit for administration for banners covered by application.

BBLP reserve the right to apply the banners structure to any application with large attachments (above 0.3m²).

5. Requirements

Cambridgeshire County Council will confirm the License Application/Technical Checking/Inventory Update fees following the submission of the application. The following shall apply to all applications:

- a** Any licence shall only be granted to the individual or body acting as an operator. It cannot be transferred to any other person or body. No seasonal decorations or other attachments should be installed on or attached to any CCC owned lighting columns without permission granted through the licensing procedure. CCC shall issue a formal licence indicating the conditions under which such apparatus may be erected.
- b** All licences for seasonal decorations and temporary attachments shall last for the period of the installation up to a maximum of 12 months. Licences issued for permanent attachments will be granted for a period of 5 years, with licenses for local authority attachments being automatically re-issued upon receipt of a new license application, however CCC will reserve the right to withdraw any licences granted. If a permanent attachment is replaced or altered at any time or if the actual lighting column is replaced a new licence will need to be submitted.
- c** The applicant is responsible for the management and maintenance of the attachment throughout the life of the installation. Any attachments will be subject to the time limit and other conditions specified within the licence and upon expiry of the licence the attachment must be removed. Cambridgeshire County Council should be informed as soon as temporary or permanent attachment is removed.
- d** Any person fixing or placing any apparatus on or above the public highway without the consent of the Highway Authority, or commits a breach of the following conditions, is open to possible prosecution, and the offending equipment, fixtures and fittings will most likely be removed forthwith, at the applicants expense.
- e** The applicant, and any successors in title, will indemnify CCC and its Service Providers or Councils contractor, as the Highway Authority, against any liability, loss, claim or proceeding whatsoever arising under the Statute, or Common Law, in respect of the placing, lighting, and maintaining of the equipment over the highway, or its removal there from. The minimum sum covered by the policy is to be £10 million for any one event.
- f** Any installation which overhangs the Highway, unless otherwise agreed to, shall (where vehicle access is permitted) have a minimum clearance of no less than 5.8 metres over the carriageway or footway and no less than 2.5

metres over the footway (where the apparatus shall not encroach within 450mm from the edge of the carriageway).

- g** No attachment shall hinder the normal maintenance of the highway structure concerned or use of the public highway. Should the installation be deemed unsafe, any part or all of the apparatus may be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the applicant. Fixtures should not obstruct the unit identification number or street light access door.
- h** Unauthorised and non-approved attachments will be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the perpetrator.
- i** Any damage caused to CCC equipment as a result of the applicants activities must be immediately reported to CCC. It is the intention of CCC to recover any costs from the applicant for rectification of the damage caused.
- j** CCC and its Service Providers or Councils contractor will not accept any responsibility for vandalism or accident damage to the applicant's installation.

The following shall apply to seasonal decorations (including banners and flower baskets) attached to lighting equipment:

- a** No banners, flags or catenary wires shall be erected between two or more lighting column, unless the columns have been specifically manufactured and designed for this purpose.
- b** All temporary fixings used to attach the decorative festive lights or flower baskets must be removed at the end of the licence period (Licence Period is for the length of the column life) and shall be designed and installed, not to damage the units coating.
- c** Power supplies to decorative fittings shall not be derived from adjacent buildings or structures.
- d** No installation shall be permitted where it may be in conflict with any adjacent traffic signal system.

Other permanent or temporary attachments

In general, street lighting columns can only accommodate a sign plate no greater than 0.3m²; older columns may not be able to accept such additional loading (please see further details in section 6). No advertising signs shall be attached to lighting columns except where recognised organisations have been granted permission by the Highways Authority. Unauthorised and non-approved advertising signs will be removed, without notice by CCC or the Council's contractor and any costs incurred in this process shall be charged to the perpetrator.

6. Electrical Terms and Conditions

All persons undertaking electrical work shall be competent and qualified to undertake the said works required, and using equipment to a standard, as required for permanent installations, even though the installation may be temporary. The minimum competency requirements are noted below:

- City & Guilds 2382 18th Edition Wiring Regulations
- 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.

If it is proposed to mount appropriate external sockets on to lighting columns in order to install attachments, details of such shall be provided with the application.

A suitable time control mechanism, agreed with CCC, separate to the CCC street lighting timing mechanisms, shall be incorporated by the Contractor to provide control over the lighting hours of the decoration (and any other attachments if necessary).

Any tungsten festoon lamp holders used 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.

Any decoration or attachment containing flashing red, yellow or green lamps shall not be erected within 10 metres of traffic signals, light controlled pedestrian crossings or zebra crossings.

Power supplies to decorative festive lights and any other attachments should not be derived from adjacent buildings, but from within the street lighting column

acting as the support. Where unavoidable remote power supplies are used, both the attachment and any supply wiring, at regular intervals along the cable and at appropriate positions, must be labelled with the location of the isolation point.

Arrangements shall be made with a suitable energy supplier for payment of charges in relation to energy consumption. A copy of the written energy agreement, between the applicant and their energy supplier, shall be included with the application.

Each installation shall be tested to British Standard BS7671: 2018 and the electrical test certificates and test results passed to Cambridgeshire County Council on the day following installation.

7. Catenary decorations

The applicant shall supply a scale plan which clearly identifies the location of the proposed catenary decorations 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, shall be erected to the same standards, in all respects.

The applicant shall 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 confirmation of permission shall be included from the property owners in the application.

A Structural Engineers report should be included in the application, confirming the structural adequacy of the proposed suspension infrastructure, including anchors/catenary wires.

For catenary wires and its associated equipment the applicant shall include current details of:

- Annual visual inspections by a Competent Person
- Structural testing results every 3 years, by a Competent Person
- Catenary wires replacement every 10 years, or earlier, dependent on condition or use

8. Application Procedure

For equipment being sited on highway furniture, CCC requires assurance that its structural integrity shall not be compromised. This assurance may need to come in the form of a structural survey for the proposed lighting column. Depending on the attachment type and lighting column a structural survey might be necessary, Cambridgeshire County Council will advise on this matter following the submission of an application. Should a structural survey be required, please contact CCC's Street Lighting partner, Balfour Beatty Living Places who will advise which company should be used to carry out this structural survey report to confirm the structural adequacy of a particular lighting column and individually assess whether proposed attachments may compromise structural integrity.

The details of the proposed attachment, its position, height, and method of fixing shall be included in the application using the forms in **Appendix 2. The attachments application form and lighting column decoration checklist can be found in Appendix 1 & 3 respectively** (at the rear of this document).

The following documentation should be submitted (if appropriate):

- a Application Form (Appendix 1). This is required a minimum of twelve weeks prior to installation.
- b All technical information, dimensions and details of each installation, including the completed relevant information sheet (Appendix 2)
- c A completed checklist (Appendix 3)
- d Evidence of public liability insurance (min £10m)
- e A location plan and the unit identification number(s)
- f Copy of the energy agreement (UMSO agreement)
- g Evidence of competency (all persons shall be G39/1 approved if entering a lighting column this includes any switching ceremony)
- h A statement of conformity for the complete installation, in accordance with BS 7671 (Test certificates to follow upon installation)

- i Installation of, and access to, seasonal decorations and attachments for maintenance and subsequent removal shall, be carried out from a suitable working platform operated by a competent person (No ladders)

- j** Details of arrangements for protection and segregation of the public, including plans/schedules showing signing and guarding, to Chapter 8 of the Traffic Signs Manual (NRSWA accredited)
- k** Complete risk assessment (from installation to removal)
- l** Installation method statement
- m** A structural survey report (please contact CCC to establish whether this will be required and which company should be used to carry out this structural survey report if required).
- n** Structural Engineers' report for proposed suspension infrastructure
- o** Scale plan for proposed suspension infrastructure
- p** Banner Details for wording and Graphics
- q** Detailed electrical details for supply source, circuit protection and inspection certificates (on the day following installation.)

7. Legislation, Regulations and Codes of Practice

In addition to this code of practice, the attachment, installation and removal of the seasonal decoration shall comply with:

- The current edition of the County Surveyor Society - County Surveyors Society Code of Practice for the Installation, Operation and Removal of Seasonal Decorations; and the ILP Laser, Festival and Entertainment Lighting Code.
- Institution of Lighting Professionals Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments. Professional Lighting Guide 06.
- The Management of Health and Safety at Work Regulations 1999.
- Health and Safety at Work Act 1974
- The Electricity at Work Regulations.
- BS7671: 2018 (18th Edition of the IEE Wiring Regulations).
- The Safety Code of Practice G39: Electrical Safety in the Planning, Installation, Commissioning and Maintenance of Public Lighting and Other Street Lighting.

Please provide this information to Cambridgeshire County Council, Street Lighting, by filling out the application form in Appendix 1:

Street.Lighting@cambridgeshire.gov.uk

Street Lighting
Cambridgeshire County Council
4 Rowles Way
Swavesey
Cambridgeshire
CB24 4UG

The payment of technical checking fees as detailed in Section 4. Fees and Charges per application are payable to Cambridgeshire County Council. The fee will be confirmed after the submission of the application.

Please note that some attachments/installations may require planning permission or authorisation from the County Councils Street Works Team (e-mail address: street.works@cambridgeshire.gov.uk). It is the responsibility of the applicant to ensure that they have all of the necessary consents.

Appendix 1

Application for the provision of attachments to street lighting equipment

If you would like to attach an item to a street light you will need to obtain a licence from Cambridgeshire County Council. If you do not have a licence to attach an item to a street light the County Council will reserve the right to remove the attachment at any time.

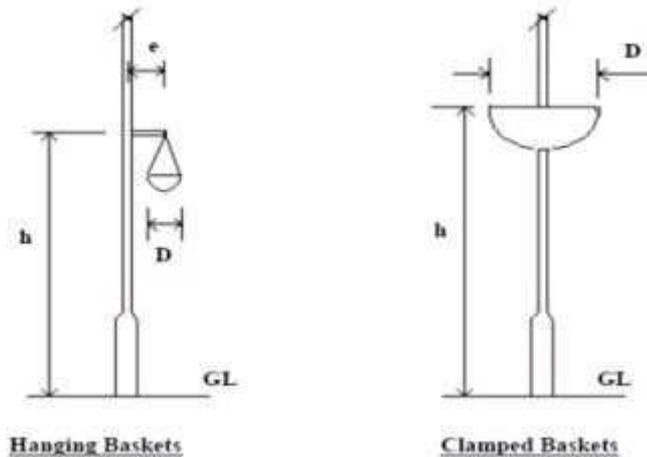
Cambridgeshire County Council are required to ensure any attachments to lighting columns do not pose any risk to the highway users.

Details				
Name		Address		
Email				
Telephone no.				
Mobile no.				
Emergency Contact no.	24/7	Postcode		
Installation				
Proposed location of installations. Please included the lamp column numbers together with the street & town (continue on a separate sheet if necessary).				
Duration of installation				
From:		To:		Please tick here if this is a permanent attachment (please leave the 'To:' field blank)
Appointed Contractor/Competent Person(s)				
Name		Address		
Email				
Telephone no.				
		Postcode		
Is it proposed to have catenary wires stretched across the highway?			Yes	No
Is it proposed to have any electrical connection to Highway Authority equipment				
If yes to either of the above, what professionally approved electrical body is the contractor a member of?				

Technical forms for attachments to street lighting equipment

Please complete the relevant datasheet (1, 2 or 3)

1. Lighting Column Datasheet for flower baskets

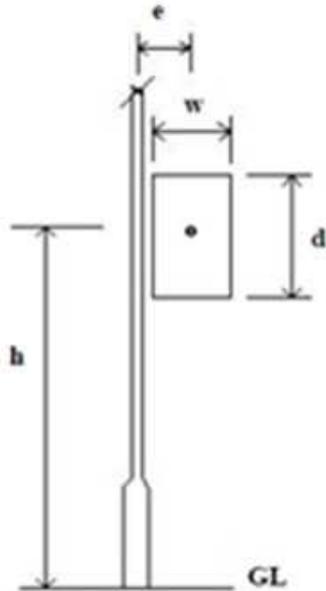


		Hanging	Clamped
Number of baskets at same height			<i>Not required</i>
Basket weight each (watered). Total weight for clamped		W kg	
Mounting Height		h meters	
Diameter		D meters	
Eccentricity		e mm	<i>Zero</i>
Orientation	Under bracket	0°	<i>Not required</i>
	Right angles to Bracket	90°	
	Opposite Bracket	180°	

Note: If the second or third basket is of different dimensions or height, please provide the additional data below.

Additional Information:

2. Lighting Column Datasheet for Banners, Signs and seasonal decorations



Note: It will be assumed that the sign is rigid. Please provide further information if this not the case, for example the top edge of the banner will be supported only.

There are also spring loaded sign supports for which full information will need to be provided.

		1 st Sign	2 nd Sign
Sign shape		<i>Tick as appropriate</i>	
	Rectangular		
	Circular		
	Irregular (provide further details)		
Sign weight	W kg		
Mounting height	h meters		
Or, clearance to lowest point	Meters		
Eccentricity (if central e = 0)	e mm		
Sign depth or diameter	d mm		
Sign width if not circular	w mm		
Solidity % (solid = 100%)	D mm		
<i>If solidity is not known please provide a sample, photograph (with scale) or supplier contact details</i>			
Orientation (attached sign in relation to the lantern)			<i>Tick as appropriate</i>
	Under bracket	0°	
	Right angles to bracket	90°	
	Opposite bracket	180°	

Additional Information:

3. Other attachments Datasheet

Description of the attachment:

Object weight	W kg	
Mounting height	h meters	
Or, clearance to lowest point	Meters	
Eccentricity (if central e = 0)	e mm	
object depth or diameter	d mm	
object width	w mm	
Solidity % (solid = 100%)	D mm	
<i>If solidity is not known please provide a sample, photograph (with scale) or supplier contact details</i>		
		<i>Tick as appropriate</i>
Orientation	Under bracket	0°
	Right angles to bracket	90°
	Opposite bracket	180°

Additional Information:

Checklist

Applicants name and company.....

Task	Details enclosed (YES, NO, N/A)
Completed Application form	
Completed technical form	
Technical Checking fee (The fee will be confirmed after the submission of the application.)	
Copy of public liability insurance certificate	
Location plan and the unit identification number(s)	
Copy of Written Energy Agreement (UMSO agreement)	
Evidence of installer competency: G39/1 accreditation, Highways Electrical Registration Scheme registration details, NICEIC registration details for Street Lighting.	
A statement of conformity for the complete installation, in accordance with BS 7671	
Evidence of Signing & Guarding accreditation (NRSWA)	
Complete Risk Assessment	
Installation method statement	
Structural survey report	
Structural Engineers' report for proposed suspension infrastructure	
Scale plan for proposed suspension infrastructure	
Banner Details for wording and Graphics	
Agreement of property/land owner	
Detailed electrical details for supply source, circuit protection and inspection certificates	