

# NETWORK MANAGEMENT

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## SEASONAL DECORATIONS ON AND ABOVE THE HIGHWAY

### Information Pack

Updated 22 September 2010  
Owner: Becky Fuller  
Appendix R  
PMS: PUBLIC



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## 1, Introduction

Staffordshire County Council's Network Management Unit controls all activities on the highway network to ensure that such activities are carried out with the appropriate legal permissions in place, that they are carried out with safety in mind and that they are properly co-ordinated with other activities which may be planned or present in the street.

Some organisations, such as a highway authority or utility company, have a statutory right to carry out certain functions within the highway without individual consent. For all other functions and for private individuals, permission in the form of a permit or licence is normally required.

This information pack covers the installation, maintenance and removal of seasonal decorations on and above the highway which requires the consent of the highway authority under Section 178 of the Highways Act 1980. This information pack provides the mechanism and framework that allows organisations to obtain the necessary consent.

Seasonal decorations give great pleasure and enjoyment to the public and this policy does not intend to prevent seasonal decorations from being used, but to ensure that they are installed, operated and removed safely. There is an obligation on everyone for their own safety and the safety of others.

Relevant Form	Time Required to Process	Costs
Projections over the Highway and Seasonal Decorations Application Form – contained within this pack	Dependent on the scale of the proposal although an initial receipt of application will be made within 5 working days. We aim to complete a licence within 15 working days subject to receipt of third party authorisations where required.  (The above relates to the licence only, this does not include other permissions, such as traffic management approval, etc)	£0  Subject to review on 31 March 2011

**Please note:** a Section 178 licence legally provides for the projection or decoration to be installed, maintained and removed but the actual works may require further permissions for e.g. traffic management such as a temporary road closure, excavations in the highway, etc. A summary to these permissions is contained in the table below with references made within this document but for further details, please review our 'Highway Agreements, Licensing and Permissions Policy and Guidance'. This document is available on request or online at <http://www.staffordshire.gov.uk/transport/staffshighways/>

## Associated Permits and Licences

Relevant Form	Time Required to Process	Costs
Temporary Signals Application Form and Conditions	10 clear working days	No permissions are chargeable
Temporary Traffic Regulation Order Application Form and Conditions (e.g. road closures)		All Traffic Orders are chargeable:
Full Order – standard works	12 clear working weeks	Full Order - £877 plus advertising costs (approx additional £600-£1,000)
Private Apparatus and Permanent Structures within the Highway Information Pack (Section 50 Licence)	Initial receipt of application made within 5 working days. We aim to process within 15 clear working days. (licence only, this does not include 'Permit to Dig' process time, see below)	£300 per licence Payable by credit / debit card – details will be sought once application registered.
Application to Excavate in the Highway (Section 171 Permit to Dig)	20 clear working days	£200 for each application An application is required per street, irrespective of the number of excavations within a street.  Payable by credit / debit card – details will be sought once application registered.

## Validity of Consent

In the case of temporary seasonal decorations, the licence is only valid for the period that the decorations will be in place and must be applied for each season.

In the case of permanent projections, once a licence has been granted the installation should take place within one year. Failure to do so may mean that the licence is terminated and subject to a reapplication which is at the discretion of the Network Manager. This period of validity is required as the highway may have changed requiring different conditions to be placed upon a licence. The licence remains active until the projection is removed or the licence is revoked (that would also require removal of the projection).

## 2. Main Contact information

Once an application has been received and registered, the applicant is provided with confirmation of receipt and at this point, advised who will handle the application to completion and a name and contact number is provided. In advance of this, if you have any initial enquiries, please do not hesitate to contact the Network Management Team on:

Tel: 0300 111 8020

Electronic copies of all forms and information packs can be obtained from the following address:

<http://www.staffordshire.gov.uk/transport/staffshighways/licences/>

All applications can be made to the team in the following way:

E-mail: [nmu@staffordshire.gov.uk](mailto:nmu@staffordshire.gov.uk)  
Fax: 01785 854037

We would prefer that applications are made electronically or by fax so that they can be dealt with promptly but are happy to accept postal applications to the following address:

Network Management Unit  
Staffordshire County Council  
Riverway  
Stafford  
ST16 3TJ

**Notes to be read by the Applicant**

- The Applicant should read the attached guidance notes.
- The Applicant is requested to complete this form in BLOCK CAPITALS (or electronically) and send to Staffordshire County Council at Network Management Unit, Riverway, Stafford, ST16 3TJ (or email to [nmu@staffordshire.gov.uk](mailto:nmu@staffordshire.gov.uk))
- **Please be aware, ALL sections must be completed.** Failure to do so, will result in an **Application refusal**

**Part 1 - Application Information**

<p><b>1.1 Details of Proposal</b></p> <p>Provide a full description of the proposal: Will the decorations:</p> <p>a) Involve excavations or apparatus being installed in or on the highway?</p> <p>b) Be attached to highway authority owned apparatus?</p> <p>c) Be lit and therefore require a power supply?</p>	<p><input type="checkbox"/> If yes, further permissions will be required</p> <p><input type="checkbox"/> If yes, ensure part 4 is completed</p> <p><input type="checkbox"/> If yes, ensure part 5 is completed</p>
<p><b>1.2 Licence Duration</b></p> <p>Please provide your proposed installation date: (subject to completion of licence)</p> <p>Please provide your proposed removal date:</p> <p>Please tick this box if any of the decorations or associated apparatus (catenary wires) will remain in place for an undetermined period:</p>	<p><input type="checkbox"/> If yes, please provide details</p>
<p><b>1.3 Details of location / address</b></p> <p>Description of location or area covered:</p> <p>Town / Settlement:</p> <p>Name of Road(s) affected:</p>	

<b>Part 2 - Applicant Information and Contacts</b>	For office use only
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<b>2.1 Promoter:</b>	
Address:	
Postcode:	
Contact – Name:	
Telephone: <span style="float: right;">Fax:</span>	
E-mail:	

<b>2.2 Operator</b> <i>(if different to Promoter):</i>	
Address:	
Postcode:	
Contact – Name:	
Telephone: <span style="float: right;">Fax:</span>	
E-mail:	
24 hr emergency contact details:	
Name <span style="float: right;">Mobile No:</span>	

<b>2.2 Contractor/Installer:</b>	
Address:	
Postcode:	
Contact – Name:	
Telephone: <span style="float: right;">Fax:</span>	
E-mail:	

Please tick YES or NO to the following questions. Note: it is unlikely this application can be processed without the general requirements being met, so all fields must be completed.

<b>Part 3 - General Requirements</b>		<b>Yes</b>	<b>No</b>	<b>For office use only</b>
<b>3.1a</b>	<p>If this is</p> <ul style="list-style-type: none"> <li>• your first application using this form</li> <li>• a new application</li> <li>• an application for a change of use/location of decorations previously agreed</li> </ul> <p>Has it been submitted 12 weeks before erection work is to commence?</p>			
<b>3.1b</b>	<p>If this</p> <ul style="list-style-type: none"> <li>• form has been used in a previous application <u>and</u></li> <li>• is a re-application for previously agreed decorations</li> </ul> <p>Has this application been submitted a minimum of 8 weeks before erection work is to commence? (Please note: Information from previous applications may be used, but a new fully completed application form must be presented)</p>			
<b>3.2</b>	<p>Has evidence of public liability insurance, including 'indemnity to principal', to a value of £5,000,000 for any one incident, been included in the Application, to indemnify the Highway Authority against any third party claims due to the installation, removal or operation of the decorations and consequential damage?</p>			
<b>3.3</b>	<p>Have detailed drawings of</p> <ol style="list-style-type: none"> <li>The area, routes and fixing points of the proposed decorations</li> <li>Circuit protection details and isolation points</li> </ol> <p>been included, preferably on ordinance survey maps at a scale of at least 1:2500? (two copies of these drawings must be included in the application)</p>			
<b>3.4</b>	<p>What professionally approved electrical body is the contractor a member of? (NIC EIC, ASLEC, EAC, HEA, or other approved body) Please state in the box provided</p>			

(CoP is CSS Code of Practice for the installation, operation and removal of Seasonal Decorations)

<b>Part 4 - Structural Requirements</b>		<b>Yes</b>	<b>No</b>	<b>CoP Ref.</b>	<b>For office use only</b>
<b>4.1</b>	<p>Is any item to be attached to any <b>Highway Authority</b> apparatus such as a lighting column, etc? Detail individual items and apparatus in Part 7 of this application.</p> <p>(Note 1, Operators will need to discuss their proposed structural testing with E.on and obtain their approval prior to undertaking such tests). (Note 2, Any damage caused to street lighting apparatus must be reported to E.on UK Energy Services immediately. The Promoter will be invoiced and held responsible for payment)</p>			<b>2.1 to 2.8</b>	If yes refer application to E.on
<b>4.2</b>	<p>In the proposed application, are there catenary wires stretched across the highway attached to buildings or masonry? (Note: If the answer is NO, please proceed to part 5)</p>				

<b>4.3</b>	Are the proposed catenary wires installed in accordance with Code of Practice			<b>2.9 to 2.28</b>	
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<b>Part 5 - Electrical Requirements</b>		Yes	No	CoP Ref.	For office use only:
<b>5.1</b>	<p>Is it proposed to make any electrical connection to <b>Highway Authority</b> equipment e.g. street lighting column?</p> <p>(Note, Operators will need to discuss their proposals for utilising lighting equipment with E.on and obtain their approval prior to undertaking installation works).</p>				If yes refer application to E.on
<b>5.2</b>	<p>Are all persons undertaking electrical work competent to undertake the works required, and using equipment to a minimum standard as required for permanent installations (even though temporary)</p> <p>(Eg. MEWP, IPATH or equivalent, BS 7671 IEE)</p>			<b>3.1 to 3.2</b>	
<b>5.3</b>	<p>Is electrical equipment mounted at or below 3 metres above ground level supplied at a maximum of 110 volts via a centre tapped transformer (55-0-55volts) incorporating a suitably rated RCD in an IP66 weatherproof enclosure?</p>			<b>3.3</b>	
<b>5.4</b>	<p>Are ground mounted items supplied as a maximum SELV, 25-volt AC power supply, protected by an RCD situated as near as practically possible to the source of supply?</p>			<b>3.4</b>	
<b>5.5</b>	<p>Will suitable time mechanisms, separate to street lighting timing mechanisms be incorporated and equipment located in a secure, effectively earthed and electrically safe way, without causing damage to Highway Authority apparatus?</p> <p>(Any damage caused to street lighting apparatus must be reported to E.on UK Energy Services immediately for repair. The Promoter will be invoiced and held responsible for payment)</p>			<b>3.5 to 3.8</b>	
<b>5.6</b>	<p>Will items mounted at, on, or less than 3 metres above ground level be protected by suitable barriers keeping the public at a safe distance of at least 2 metres?</p> <p>(If applicable, include details of proposals)</p>			<b>3.9</b>	
<b>5.7</b>	<p>If yes to No 5.1 and 5.2 above, is an <b>Authorised Person(s)</b> arranged to undertake the work. Is the Contractors <b>Authorised Person(s)</b> G39 approved, if entering a lighting column.</p> <p>(Note, Operators will need to discuss their proposals for utilising lighting equipment with E.on and obtain approval prior to undertaking installation works).</p>			<b>3.10 to 3.12</b>	

5.8	If no to 5.7 above, connections to Highway Authority Apparatus can only alternatively undertaken by <b>E.on UK Energy Services</b> . The cost of this work would then be charged to the <b>Operator</b> . Is this service required?  (Please note 5.7 above is the preferred option)			3.17	
5.9	Are the requirements as described in the Code of Practice paragraphs 3.14 to 3.20 understood and accepted by the <b>Operator</b> ?			3.14 to 3.20	
5.10	Are adequate <b>Competent Persons</b> available at all times for <b>Emergency</b> attendance within 2 hours of being so requested?  (Please provide details in Part 9 of this application, as per the requirements of your Section 178 approval)			3.23	
5.11	Are the rights and responsibilities of <b>Highway Authority</b> understood and accepted by the <b>Promoter</b> as described in paragraph 3.21, 3.22, 3.24, 3.25 and 3.26 of the Code of Practice.			3.21, 3.22, 3.24 to 3.26	
5.12	Have arrangements been made with the <b>Distribution Network Operator (DNO)</b> for electrical supplies and the payment of charges in relation to energy consumption and a copy of the written energy agreement attached.			3.27	
5.13	Will the <b>DNO</b> be providing a new permanent electricity supply for the decorations within a dedicated feeder pillar sited on the adopted highway?  If yes please provide details of each item to be considered. If acceptable a Section 50 New Roads and Street Works Licence will also be required (contact Staffordshire County Council's Network Management Office (see main contact information 2) for the application pack).			3.28 to 3.31 Also 2.23 to 2.25	

<b>Part 6 - Traffic Management Requirements</b>		Yes	No	CoP Ref.	For office use only:
6.1	Are the responsibilities for Traffic Management as described in the Code of Practice paragraphs 4.1 to 4.13 understood and accepted by the <b>Contractor</b> ?			4.1 to 4.13	
6.2	Do any of the works associated to this licence require the use of portable traffic signals?  Note: If yes, a signal permit is required and must be applied for separately from the Network Management Unit.				

<b>6.3</b>	<p>Do any of the works associated to this application require the closure of any roads or footways with the diversion of traffic (including pedestrians)?</p> <p>Note: If yes, a Traffic Regulation Order is required and must be applied for separately from the Network Management Unit.</p>				
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<b>Part 7 - Other Requirements</b>		<b>Yes</b>	<b>No</b>	<b>CoP Ref.</b>	<b>For office use only</b>
<b>7.1</b>	<p>Are the responsibilities for other requirements as described in the Code of Practice paragraphs 5.1 to 5.12 understood and accepted by the <b>Operator</b>?</p>			<b>5.1 to 5.12</b>	

Items Proposed for Attachment to Highway Authority Apparatus.  
Please complete the following:

<b>Part 8 - Schedule of Items</b>					
	<b>Item being attached</b> e.g. anchor, catenary wire, other support, external sockets etc	<b>Apparatus being attached to</b> e.g. lamp column, including column number, etc	<b>Location Plan Ref.</b> (to be shown on plans in Part 3 General Requirement)	<b>For Suspension Infrastructure: e.g. anchors, catenary wires</b>	
				<b>Structural Engineer's Report page no's</b> (Part 4 Structural Requirement)	<b>Structural Test Ref.</b> (Part 4 Structural Requirement)
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

Photocopy if required.

Please complete the following for the **Responsible Person** with overall responsibility for the safety of the decorations and available any time of the day or night to receive calls. (Code of Practice paragraph 5.8):  
 Note: All fields must be filled out or the application will be refused.

**Table 1**

<b>Part 9a - Responsible Person</b>		
Name:	Company/Organisation:	
Position held in the Company/Organisation:	Address:	
Mobile no:	Office Tel. No:	Fax:
<b>Appropriate alternative contact if unavailable in an Emergency</b>		
Name:	Company/Organisation:	
Position held in the Company/Organisation:	Address:	
Mobile no:	Office Tel. No:	Fax:

Please complete the following for all **Competent Persons** involved in the installation, operation and removal of the decorations (Code of Practice paragraphs 2.26, 2.27, 3.13, 3.23)  
 (Note: emergency competent persons to be detailed in table 2):

**Table 2**

<b>Part 10a - Competent Person</b>		<b>Company Name &amp; Address</b>	<b>Contact Mobile number</b>	<b>G39 Authorisation</b>
<b>1</b>	Name:			
<b>2</b>	Name:			
<b>3</b>	Name:			
<b>4</b>	Name:			
<b>5</b>	Name:			

Please complete the following for all **Competent Persons** available in an **Emergency** involving the decorations any time of the day or night within 2 hours of being so requested. (Code of Practice paragraph 5.8)

**Table 3**

<b>Part 10b - Emergency Competent Person</b>		<b>Company Name &amp; Address</b>	<b>Contact Mobile number</b>	<b>Available (Dates &amp; Times)</b>
<b>1</b>	Name:			
<b>2</b>	Name:			
<b>3</b>	Name:			
<b>4</b>	Name:			

## **Part 11 – Application Signatories**

Please read the following statement and sign below to confirm that you agree with it on behalf of your Organisation, to validate the Application.

In submitting this Application we - the **Promoter**, **Operator** and **Contractor**, confirm that the answers and supporting information we have given are true and correct. We also confirm that the decorations will be installed as per the County Surveyors Society; Code of Practice for the Installation, Operation and Removal of Seasonal Decorations and that we shall inform Staffordshire County Council immediately of any change to the information we have given in the Application.

### **11.1 Promoter**

Name:

Signature:

Position in Organisation:

Date:

### **11.2 Operator** *(if different to promoter)*

Name:

Signature:

Position in Organisation:

Date:

### **11.3 Contractor**

Name:

Signature:

Position in Organisation:

Date:

4.0



APPENDIX A – HIGHWAY AUTHORITY LICENCE  
HIGHWAYS ACT 1980 SECTION 178

Staffordshire County Council as highway authority for the highways listed below hereby gives consent, pursuant to Section 178 of the Highways Act 1980, to (“the Operator”);

.....  
To erect, maintain, operate and remove decorations on or above the highways listed on the attached schedule and plan.

The decorations shall be as detailed on the plan submitted with the application dated reference;.....and any specific additional or modified requirements set in writing by the County Surveyor and attached to this consent.

This consent shall operate until .....unless the Operator wishes to make significant changes to the installation in which case a new application is required.

The installation work shall commence, and the removal work be completed not more than before and after the period of operation which

is.....to.....

The decorations shall be installed and operated according to the County Surveyors Society Code of Practice for such works.

Signed on behalf of the County Council

.....

Date .....

In consideration of the County Council granting the written consent to the Operator under Section 178 of the Highways Act 1980, the Operator shall comply in full with the County Surveyors Society Code of Practice for such works and shall indemnify the County Council and their servants and agents against all loss, damage or expenses and any claims, actions, proceedings or demands (including any necessary incidental costs) which may arise out of the granting of the consent except to the extent that such loss, damage, expenses, claims, action’s proceedings or demands are attributable to the wilful default or negligence of the County Council, their servants or agents.

Signed on behalf of the Operator

.....

Date.....

## 5.0

### HIGHWAYS ACT 1980 - SECTION 178

#### Notes

- Note 1 The consent given by this notice is solely for the purpose of the provisions of Section 178 of the Highways Act 1980 and does not exempt the Operator from obtaining any further consents or permission which may be required.
- Note 2 This consent is granted pursuant to subsection (1) of Section 178 and the Operator's attention is drawn to:
- (a) Section 294 of the Highways Act 1980 which provides powers for representatives of the County Council to satisfy themselves that the works of construction and maintenance are properly carried out.
  - (b) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows: -  
"Subject to subsection (3) below, a person aggrieved by the refusal of consent under subsection (1) above or by any terms or conditions attached to such a consent may appeal to a magistrates court."  
  
Subsection (3) states:-  
"No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares the term or condition to be necessary for the purpose of securing the safety of the persons using the highway to which the consent relates or of preventing interference with traffic on it."
- Note 3 Any person or organisation erecting or installing seasonal decorations on or above a public highway without consent under Section 178 of the Highways Act 1980 is committing an offence and may be liable to prosecution by the Highway Authority.



## 6.0 Additional Contacts:

Staffordshire Lighting Team  
Staffordshire County Council  
Riverway  
Stafford  
ST16 3TJ

Tel.: 0300 111 8020

Displays within Cannock Chase (excluding Rugeley), Newcastle Borough, Stafford Borough and South Staffordshire districts;

Mr Ray Capewell,

Email: [ray.capewell@staffordshire.gov.uk](mailto:ray.capewell@staffordshire.gov.uk)

Displays within East Staffordshire, Lichfield, Rugeley, Staffordshire Moorlands and Tamworth districts;

Mr Alan Ball,

Email: [alan.ball@staffordshire.gov.uk](mailto:alan.ball@staffordshire.gov.uk)

Principal Lighting Engineer

Email: [glynn.hook@staffordshire.gov.uk](mailto:glynn.hook@staffordshire.gov.uk)

Seasonal Decorations Team  
E.on Highway Lighting  
Sustainable Energy Solutions  
Woolsthorpe Close  
Off Wigman Road  
Bilborough  
Nottinghamshire  
NG8 3JP

Tel: 02476 191261

Email: [lightingforstaffordshire@eon-uk.com](mailto:lightingforstaffordshire@eon-uk.com)

Institution of Lighting Professionals  
Regent House  
Regent Place  
Rugby  
CV21 2PN

Tel.: 01788 576492

Website : [www.theilp.org.uk](http://www.theilp.org.uk)

*"Code of practice for the Installation, Operation and Removal of Seasonal Decorations"* [Second Edition - Released 2005]. This document is produced by the County Surveyors' Society and published by the ILP.

## 7.0 Central Networks requirements

Central Networks (CN) have asked Staffordshire County Council to make the Promoter aware that should their displays take their electrical supplies from an unmetered supply point The Promoter will need to contact CN to obtain a connection certificate. There are two elements to the Christmas Lighting process, that for energy usage, and that for physical connections to facilitate the supply. These are detailed below with contact information.

### 7.1 Energy Usage

It is a condition of allowing unmetered connections to the CN network that the customer responsible for paying for the electricity used provides CN with an accurate Inventory of equipment connected. The Inventory effectively replaces the meter and enables CN to

calculate an annual consumption of electricity using standard load ratings for equipment. The Inventory must be agreed by CN and will comprise the following information: -

- Number of lamps
- Wattage
- Switching (burning) hours etc
- Start and End dates

When the inventory has been agreed or updated CN will issue the Promoter with an Unmetered Supply Certificate showing the Estimated Annual Consumption (EAC). The Unmetered Supply Certificate is only valid for a year and can only be renewed upon receipt of an updated Inventory or confirmation that the equipment remains the same. Copies of the Unmetered Supply Certificates are sent out to the applicant and the nominated electricity supply company for energy billing purposes. (Please note that if you are setting up an unmetered supply inventory for the first time this year that you will need to contact CN well in advance of the connection date so that Connection Agreements can be obtained and an electricity supplier appointed).

For further information on unmetered supply inventories please contact a member of the UMISO team via one of the following:

Unmetered Supplies Team  
Central Networks  
Pegasus Business Park  
East Midlands Airport  
Castle Donington  
Derbyshire  
DE74 2TU

Telephone: 02476 195732  
Fax: 01332 393821  
E-mail: [UMISO@central-networks.co.uk](mailto:UMISO@central-networks.co.uk)

## **7.2 Physical Connections to Network**

Requests for temporary connections to the electricity network should be clearly marked 'CHRISTMAS LIGHTING APPLICATION' sent to Central Networks at the following address;

Christmas Lighting Application  
Public Lighting Application Team  
Central Networks  
3rd Floor  
Toll End Road  
Tipton  
West Midlands  
DY4 0HH

Telephone: 02476 187934  
Fax: 0121 522 6883  
Email : [publiclightingapplications@eon-uk.com](mailto:publiclightingapplications@eon-uk.com)