



APPLICATION FOR SEASONAL DECORATIVE LIGHTING LICENCE

GUIDANCE NOTES

Overview

Festive or decorative lighting is a welcome sight in the public realm and bring pleasure to many people, particularly at Christmas. BCP Council supports the use of seasonal decorations wherever possible but as a Highway Authority, must safeguard all users of the highway. Therefore, a licence application process is in place to ensure that any installations of seasonal decorations on or around the highway are provided in a safe manner and in accordance with relevant national guidelines.

Section 178 of the Highways Act 1980 enables the highway authority to control the erection of apparatus on or over the highway, including seasonal decorations, by way of a licence. It is not the intention of the licence application process to prevent seasonal decorations being installed, it is necessary to prevent poor installations that could cause danger to users of the highway.

A comprehensive guidance document has been published by the ILP (Institution of Lighting Professionals) which covers the installation and maintenance of seasonal decorations (please see page 3 of these guidance notes for further information). The Borough of Poole has adopted these guidance recommendations and any proposals submitted by Trade Associations, Chambers of Commerce, Charities, Schools and other recognised bodies must comply.

Application Process

Applicants should submit their proposals at least two months in advance, but ideally longer where the proposals are more complex. The process is as follows:

1. Contact Borough of Poole's Street Lighting team in the first instance to outline the proposed seasonal decoration scheme to be installed. Contact details are below:

BCP Council
Growth & Infrastructure
Civic Centre
Poole
BH15 2RU

Contact: Steve Johnson (Street Lighting Engineer)
Tel. No. 01202 262511
Email: steve.johnson@bcpcouncil.gov.uk

The Street Lighting team can advise if the proposed installation is likely to be acceptable in principle or if there are any general problems or specific issues to be addressed. We recommend that contact be made with our Street Lighting team before any financial commitment is made in relation to proposed schemes.

The timescale for processing of applications will be dependent on the complexity of the proposed scheme and response times of all parties involved in the application process.

2. If the initial contact in item 1 has been successful, the Street Lighting team will issue an application form to be completed for a Licence for the Installation of Seasonal Decorative Lighting.

This licence is issued under Section 178 of the Highways Act 1980 and gives permission for the seasonal decoration scheme to be installed.

The application process requires a range of information, including:

- Details of any contractors involved in the provision of the scheme
- The time period in which the lights will be installed and removed
- The schedule of decoration / lighting equipment proposed to be used and how it is attached / powered
- Plans of the proposed lighting scheme illustrating fixing points, routes of lighting spans and electrical isolation points
- Method Statement(s) and site specific risk assessment(s) for approval, detailing the proposed method of erection and subsequent removal of the displays
- Accreditation details for operatives and supervisors carrying out installation works - i.e. proof of competency to provide the required work
- Certification for design, installation and testing involved with the scheme (including electrical and structural certification)
- Details of Public Liability Insurance to a minimum value of £10million to cover the duration of the installation
- The operating hours of the equipment
- The connected electrical load (for information and to allow us to charge the operator accordingly if equipment is to be connected via the local highway authority unmetered power supply)
- Contact details for competent persons that are available in the event of emergency attendance being required (minimum response time of 2 hours is required)

Notes

- We do not currently make a charge for this licence
- Licences are only granted for temporary installations for a maximum period of 3 months

3. An application form for a Licence for Miscellaneous Activity on the Highway must also be completed. This licence is granted by our Street Works section and relates to the work proposed to be carried out on the highway in accordance with the necessary regulations.

The application process requires a range of information, including:

- Location and type of activity
- Implications on the Highway (traffic disruption, effects on pedestrians, traffic management requirements etc.)
- Method Statement(s) and site specific risk assessment(s) detailing the required works
- Details of Public Liability Insurance (minimum £10m for highway operations)
- Streetworks Accreditation details for operatives and supervisors working or signing / guarding on the Highway

The charge for this licence is currently **£120.00** (2018 price)

Costs / Charges

All charges involved with the provision of a seasonal decorative lighting scheme (whether from third parties or BCP Council) including, but not limited to the design, procurement, installation, testing and ongoing maintenance for the duration of the installation are the responsibility of the applicant / operator of the scheme.

Currently, the only set charge from the Borough of Poole within the application process is £120 for the 'Licence for Miscellaneous Activity on the Highway'.

Representatives from BCP Council are always willing to assist with applications for Seasonal Decorations wherever possible. In cases where only minor work is required from us, it is likely that no additional charges will be made for our work.

However, if more detailed design, supervision or expertise is required at any stage within the application process, additional costs may be necessary to cover the work we provide. This will be dependent on the level of work required and will be considered on an individual basis.

Additional information

PLG 06 - Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments

Year Published - 2014

Available from the Institution of Lighting Professionals
Website: www.theilp.org.uk

2017 Price: **£70.00** (Non-member price)
£40.00 (Member price)

Note - the above document supersedes the previous guidance published by the County Surveyors Society / Institution of Lighting Engineers named:

"Code of Practice for the Installation, Operation and Removal of Seasonal Decorations"

