



Reference No: .....

**Street Lighting Licence Schedule – Application to Install equipment on street lighting equipment**

The following form is used for all attachments to street lighting furniture on the highway.

**Name and address of Operator:** .....

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**Email -** .....

**Telephone number –** .....

**Mobile Telephone number –** .....

**Working hours to make contact if required -** .....

**Name and Address of Site (please list all roads if applicable):** .....

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Please fill out relevant sections

**Supporting Documents Check List**

Check List (For further information see notes on Page 4)	Attachment type	Attachment applied for (please tick)	Supporting documents attached by applicant (please tick if attached)	Complete section
Attachment type	Bus detectors			1 & 2
	WIFI			1 & 2
	Air monitoring			1 & 2
	Litter bins			1
	Festive decorations			1 & 2
	Banners/flags			1
	CCTV			1 & 2
	Tannoy system			1 & 2
	Hanging basket			1
Advertising boards			1	
Other attachment type, please specify				1 (& 2 if electrical)

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Section 1	Check List (For further information see notes on Page 4)		Supporting documents attached by applicant please tick if attached
1a	Details of the attachment (dimensions, weight, windage, mounting bracketry etc).		
1b	Copy of the insurance Certificate for the "Operator" indicating the minimum requirements of the Highway Authority has been met.		
1c	Copy of the Insurance Certificate for the appointed "Contractor" indicating the minimum requirements of the Highway Authority has been met.		
1d	Test and report by a structural engineer to confirm that the structural integrity of anchors and Highway Authority apparatus to which attachments and associated infrastructures are to be attached to are not compromised.		
1e	Supplementary visual inspection report (if structural test/report has validity period greater than 12 months and test/report was conducted more than 12 months prior to the application).		
1f	Planned installation date	Date:            /        /	
1g	Duration of display attachment and removal/completion date.	From:        /        /        To:        /        /	
1h	Contractors RAMS & Traffic Management details		
1i	Operators 24Hr emergency contact No.		Tel:
1j	Contractors 24Hr emergency contact No.		Tel:

Section 2	Check List (For further information see notes on Page 4)		Supporting documents attached by applicant please tick if attached
2a	Copy of written energy agreement with Distribution Network Operator (DNO).		
2b	Details of where and how electrical supplies (if any) are to be taken from.		
2c	Detailed plan indicating the fixing points, route of lighting span, circuit protection and isolation points.		
2d	Details of barriers for ground mounted decorations (including but not solely covering trees).		
2e	The hours of operation for the attachment (24 hour clock).		_ _ / _ _ to _ _ / _ _



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**1. Name and address of appointed Contractor:** .....  
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**Note: Completion of Stage 1 of the licence application and consent to install being granted does not constitute a licence pursuant to Section 178 of the Highways Act 1980. If all supporting documents are received and approved, a stage 1 licence will be granted. If there are missing documents that are required for the application, this may delay the granting of the licence.**

**With regard to illuminated/powered attachments a stage 2 licence will be required. Once a stage one licence is granted and the attachments are fitted and tested, the test results must be sent through and approved prior to a stage 2 licence is granted.**

**For the Operator**

Signature(of the operator): ..... Print: .....

Date: .....

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**For the Highway Authority**

Signature: ..... Print: .....

Date: .....

Reference No: .....

Notes for Compiler. (*Reference PLG06 2014*)

#### **Section 1a – details of the attachment**

Details of the attachments you are proposing to attach to the street lighting column etc.

#### **Section 1b & 1c - Insurance**

A certificate of insurance, indemnifying the Highway Authority against any third party claims due to installation, operation and/or removal of the decorations and any consequential damage to Highway Authority property by the Operator.

The minimum level of insurance indemnification shall be determined by the Highway Authority and is currently £10 million pounds in respect of any one incident.

#### **Section 1d & 1e Anchorage Systems for cross-road attachments and seasonal decorations**

No decorations, cables, supports or other attachments are to be fitted to Highway Authority apparatus without written consent of the Highway Authority.

No attachments are to be made to any bracket arm or extension fitted to a lighting column or traffic sign without the specific approval of the Highway Authority.

Approval for attachments will only be given when the Operator has demonstrated, by testing and calculation that the structural integrity of the apparatus to which the attachments are to be made will not be compromised

Each anchorage and catenary wire span must be visually inspected annually by a suitably competent person. The inspection must confirm that the material into which the anchorage is made is sound and has not deteriorated to the extent that a further inspection or load test is necessary. The results of the inspection must be recorded in the anchorage and catenary register.

#### **Section 1f, 1g – Duration of attachment**

Details of the planned installation date, duration of the attachment

#### **Section 1h – Contractors RAMS and TM details**

Details of the contractor's risk assessments, Method statements and Traffic Management details to ensure safe working on the highway.

#### **Section 1i & 1j – Operators and Contractors emergency contact numbers**

Details the operators and contractor's emergency details in case there is an emergency and we need to contact the relevant people to repair attachments to street lighting furniture and other attachments.

#### **Section 2a - Supplies and energy**

The Operator is responsible for arrangements with the Distribution Network Operator (DNO) for electrical supplies and the payment of charges in relation to energy consumption.

#### **Section 2b & 2c - Electrical requirements**

The extension of the festive lighting is responsible for the electrical safety of the temporary festive lighting in accordance with the current BS 7671 (IET Wiring Regulations). The permanent installation (column, wall mount, socket and wiring) are the responsibility of the Highway Authority.

#### **Section 2d - Protection against electric shock**

Where the decorations or set pieces are mounted at or less than three metres above ground level additional precautions, such as a barrier of suitable design and construction, shall be provided as a means to keep the public at a safe distance of at least two metres from any part of the decoration(s).

#### **Section 2e - Hours of operation**

Hours of operation in the case of illuminated festive decorations.