



LICENCE FOR THE INSTALLATION OF SEASONAL DECORATIVE LIGHTING

<b>APPLICANT DETAILS</b> (The "Applicant", also identified as the "Operator", hereby consents to Conditions on pages 3 & 4 by completing this licence application form with Growth & Infrastructure (the "Council"))	
Applicant Name: .....	Signature: .....
Company Name (if applicable): .....	
Address: .....	
.....	Post Code: .....
Contact Tel. No. ....	Mobile: .....
E-mail: .....	
<b>LOCATION DETAILS</b> (where the lighting scheme is proposed to be installed)	
Location: .....	
.....	
<b>INSTALLATION CONTRACTOR DETAILS</b> (if applicable)	
Company name: .....	Contact name.....
Address: .....	
.....	Post Code: .....
Contact Tel. No. ....	Mobile: .....
E-mail: .....	
<b>PERIOD OF OPERATION</b> (Please note this licence covers a maximum operation period of 3 months)	
Proposed Start Date: .....	End Date: .....
Duration of Lighting Period: .....	Operating Hours.....
<b>DESIGN / INSTALLATION DETAILS</b> (the equipment to be used within the decorative lighting scheme) Please attach supplementary information as required	
Schedule of Equipment / Decorative Lighting to be used	
Location Details (e.g. attached to wall / free standing) To include a detailed plan illustrating fixing points, routes of lighting spans and electrical isolation points	
Electrical connection (e.g. will equipment be fed from private electrical supply or local authority supply?)	
Total Un-metered Connected Load .....	

For further information / guidance on the licence application process for the erection of seasonal decorative lighting, please refer to the 'Seasonal Lighting Guidance Notes' provided.



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**IMPORTANT INFORMATION REQUIRED**

The following must be provided with the licence application:

**Accreditation:** For installation operatives - proof of competency to provide the required work.

**Method Statement(s) and Site Specific Risk Assessment(s):** To detail the proposed method of erection and subsequent removal of displays. These should describe activities in sequence and identify all significant risks and measures taken to minimise them. Plans and maps should accompany the application where reasonable to clarify appropriate detail.

**Proof of valid Public Liability Insurance:** To a minimum value of £10 million.

**Contact Details:** Required for competent persons that are available 24 hours a day in the event of maintenance or emergency attendance being required (minimum response time of 2 hours is required).

The following must be provided after the licence has been granted and the installation is complete:

**Certification:** Required for all installation and testing involved with the lighting scheme (e.g. electrical test certificates, anchorage inspection / testing reports etc.)

**CHECKLIST**

Included with this application form:

- Applicant / Operation / Design / Installation details (page 1 of this licence)
- Plan / drawing illustrating fixing points, routes of lighting spans and electrical isolation points
- Accreditation details / certificates for maintenance operatives
- Method Statement(s) and Risk Assessment(s) (+ plans / maps as appropriate)
- Proof of Public Liability Insurance
- 24hr Emergency Contact Details
- Any Other Information - please list below:

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Other licence (required for Seasonal Decorative Lighting licence to be granted):

- Licence for Miscellaneous Activity on the Highway (separate form)

Details to follow after installation is complete (as appropriate to lighting scheme):

- Electrical Test Certificate(s)
- Anchorage Structural Load Test Certificate(s)
- Structural Engineer Report(s) / Calculations
- Any Other Certificates / Reports - please list below:

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**LICENCE FOR THE INSTALLATION OF SEASONAL DECORATIVE LIGHTING**

**BCP COUNCIL TO COMPLETE THIS SECTION**

**Approval:**    Granted     Pending further details     Refused

**Signed** .....    **Name:** .....

**Licence No. (when granted)** .....    **Date issued:** .....



**CONDITIONS AND CONSENTS \***

Bournemouth, Christchurch and Poole Council (BCP Council) as the Highway Authority for the highways included in this application 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 this application and any specific additional or modified requirements set in writing by the Street Lighting Engineer and / or the Head of Growth & Infrastructure and attached to this consent.

This consent shall operate until the End Date shown under Period of Operation on page 1 of this licence, 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 shown on page 1 of this licence.

The decorations shall be installed and operated according to the Institution of Lighting Professionals Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments (PLG 06 - current version at time of application) and the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Code of Practice for such works.

Payment for the costs of any energy consumed by the decorations shall be the 'Operators' responsibility.

Signed on behalf of the BCP Council  
For the Head of Growth & Infrastructure

..... Date .....

In consideration of Bournemouth, Christchurch and Poole Council granting the written consent to the Operator under Section 178 of the Highways Act 1980, the Operator shall comply in full with the ADEPT Code of Practice for such works (current version at time of application) and shall indemnify the Highway Authority 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, actions, proceedings or demands are attributable to the wilful default or negligence of the Highway Authority, their servants or agents.

Signed on behalf of the Operator

Date

\* Note - to grant the licence, this section is to be completed by the Borough of Poole and signed by the Operator only when the Borough of Poole is satisfied that all relevant information has been received.



## **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 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 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.