

## THURROCK BOROUGH COUNCIL

# APPLICATION FOR PERMISSION TO ATTACH APPARATUS TO STREET LIGHTING AND/OR INSTALL ELECTRICAL APPARATUS ON OR OVER THE HIGHWAY

## HIGHWAYS ACT 1980

### Application Notes

#### 1. General

A licence is required to attach apparatus to a Streetlighting asset on the highway or to install electrical apparatus on or over the highway. The term highway includes footpaths, cycleways, verges, and roads and the permission is required for all work undertaken to an asset on the adopted Highway. It is an offence under the Highways Act 1980 to attach apparatus to a Streetlight on or over the highway without first obtaining a licence from Thurrock Council (TBC) as the Highway Authority. Failure to obtain the required licence could result in legal action being taken by TBC.

#### 2. Application procedure

Once the application form has been received by the Street Lighting Team an acknowledgement email will be sent to you, **we will endeavour to respond within 6 weeks with our decision.**

**Please note** -All street lighting assets that have attachments are required to have a structural and electrical test to ensure the asset can accommodate the additional loading. The structural certificate is required as part of the submitted documentation below.

The council can offer this service and provide costs where requested.

Assets **MUST** have a valid test certificate before we can approve the attachment.

For temporary attachments to street lighting assets, **a payment of £150 is required per asset once the application has been approved** (e.g. column).

Permanent attachment requests will carry a **one-off fee of £1,500.00 per asset once the application has been approved.**

If the application received is from a Community Forum or Association, then the fee will be a one off and not restricted to a single asset (e.g. Season Decoration). Payment options will be provided on receipt of your application. The licence is valid for the duration stated and should you need the licence for longer than this period or additional attachment not contained in the original application, then a new licence fee will be charged.

Please remember that no work can commence on the highway until you have received written permission from us.

### 3. Licence conditions

You will need to satisfy the following standard conditions before a licence is issued:

- The Street Lighting Team issue licences in line with the National Street Gazetteer (NSG) and where your proposal is on separate street names **this may require more than one licence**.
- The ability to indemnify TBC against third party liability - £10,000,000 (ten million pounds required for electrical based licences) Public Liability Insurance evidence to be provided.
- Compliance with all relevant legislation in respect to the activity being requested and carried out. Please provide an installation method statement and risk assessment (RAMS)
- If electrical connection to the asset is required, evidence that competent electrical operatives accessing electrical equipment and installation belong to a suitable professional organisation such as the Highway Electrical Registration Scheme (HERS) / National Highway Sector Scheme NHSS 8.  
A list of all registered organisations can be viewed at:  
[www.highwayelectrical.org.uk/HEA/RegisteredOrgs.htm](http://www.highwayelectrical.org.uk/HEA/RegisteredOrgs.htm)
- Copy of structural and electrical certificate/s or request for Thurrock to carry out testing.
- Ability for TBC to inspect works.
- Keeping the area safe whilst undertaking works to protect the public.
- Making good of the highway on completion.
- If we have started work on processing the application, the fees will not be returned even if we do not approve the application.
- Any form of Traffic Management required must conform to the Safety at Street Works and Road Works Code of Practice (Red Book) and Chapter 8 of the Traffic Signs Manual. Must be installed by an Accredited Operative and have Thurrock Network Management permit approval.

### 4. Energy

Energy consumption-

- Operational hours and length of proposed installation.
- Full inventory list of proposed attachments for council service provider.
- Copy of written energy agreement

**PLEASE NOTE: Attachments will only be permitted to steel lamp columns and lit signs. We will not approve requests for attachments to concrete lamp columns or other non- lit street furniture.**

## Application Form

Please complete the following to enable us to process your application.

### Applicant details

Name

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Address (including postcode)

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Company

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Contact telephone  
number

Email

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Type of attachment

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Attachment installation date/s: \_\_\_\_\_

Attachment removal date/s: \_\_\_\_\_

### Thurrock Asset Details

Addresses/Road name  
(including Town)

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**Unit Numbers** (usually displayed on the asset) **with location detail e.g. what3words or grid reference.**

**Please supply a list on a separate sheet if more space is required.**

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### **Illuminated seasonal decoration etc.**

A consent will only be issued subject to confirmation that the seasonal decoration applicant will comply with **ILP – PLG06 (Guidance on installation and maintenance of seasonal decorations and lighting column attachments)** which is available via:

<https://theilp.org.uk/publication/plg06-guidance-on-installation-and-maintenance-of-seasonal-decorations-and-lighting-column-attachments/>

In addition to the conditions contained within the documents above, the following must also be adhered to:

- The seasonal decorations shall only be attached to the columns authorised in the manner indicated in the agreed application and must not exceed the maximum weight and size as declared in the application. Any columns which have failed their structural inspection should not be used.
- The applicant is satisfied that only competent person(s) shall be used in conjunction with works relating to the seasonal decorations.
- The seasonal decorations shall only be in operation during the dates indicated in the agreed application.
- For seasonal decorations located in traffic sensitive areas where any occupation of the highway is necessary, the seasonal decorations should not be erected/maintained/removed during traffic sensitive times, keeping interference with traffic at a minimum (unless works are deemed to be an emergency).
- The applicant for the seasonal decorations shall indemnify the Council (and all its agents) against all claims, demands, actions, proceedings, losses, costs, expenses, and all outgoings whatsoever which may be brought against them or retained or incurred in consequence of the installation/use/maintenance and removal of any seasonal decorations installed by the applicant.
- The applicant shall during the life of this consent maintain a public liability insurance with an insurer approved by the Council to the extent that such a cover is available in the UK insurance market against any claim for a sum of not less than £10,000,000 (ten million pounds) in respect of any one occurrence but otherwise unlimited in amount for any one year of insurance. A valid Certificate of Insurance in an approved format is to be completed by the licensee's insurers or registered insurance brokers.
- Any other consent, which may be required in connection with the seasonal decorations, must be obtained by the applicant.

- Any seasonal decorations the Council request to be removed by the applicant for whatever reason, will be removed in an agreed timely manner.
- The Council reserves the right to remove any seasonal decorations at any time and without notice to the applicant.
- The Council cannot guarantee any equipment installed in relation to the operation of seasonal decorations will be returned to the applicant. Any equipment installed is done so at the applicant's risk in its entirety.
- Where the seasonal decorations require an electrical supply, the Council does not guarantee that any equipment installed will receive a continuous electricity supply for the duration of the decorations' operation.
- The Council does not allow catenary wires across the Highway.

### **Definitions: -**

*Seasonal decorations:* are any attachments (hanging baskets, festive lighting, banners etc.) on or above the highway.

### **You will need to provide the following for each application.**

- Evidence that competent electrical operatives accessing electrical equipment and installation belong to a suitable professional organisation such as the Highway Electrical Registration Scheme (HERS) / National Highway Sector Scheme NHSS 8.  
A list of all registered organisations can be viewed at:  
[www.highwayelectrical.org.uk/HEA/RegisteredOrgs.htm](http://www.highwayelectrical.org.uk/HEA/RegisteredOrgs.htm)
- Risk assessment and method statement (RAMS)
- Detailed plan indicating locations of:
  - Display Item
  - Fixing Points
  - In-hours and out-of-hours contact numbers
- Copy of structural and electrical certificate/s or request for Thurrock to carry out testing.
- Details of barriers for ground mounted decorations

### **Public Liability Insurance**

The applicant must hold Public Liability Insurance to the value of at least £10 million and it must be valid for the duration of the licence. A copy of the insurance certificate must be held on record with Thurrock Council. Please attach a copy to this application form.

**Declaration**

**Name** (in block capitals) \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Datasheet: Additional Information**

**For anything else (inc electrical apparatus on or over the highway not attached to an TBC asset)**

**Attachment Description**

\_\_\_\_\_

**Weight**

\_\_\_\_\_

**Dimensions (H X W xD)**

\_\_\_\_\_

**Wattage** (if electrical supply from SL asset required)

\_\_\_\_\_

**Temporary / Permanent**

\_\_\_\_\_

**Site Plan Attached**

\_\_\_\_\_

LICENCE NUMBER/S	
Application Approved	
Approved by	
Position of Approver	
Date of Approval	

## **PAYMENT INSTRUCTIONS**

***A licence reference number will be emailed to you by the Street Lighting Team on receipt of your application along with an invoice request. Please quote this reference number in any correspondence.***

Customer service contact number – 01375 652 652

Please return the completed form and any additional information you may feel necessary to support your application to [street.lighting@thurrock.gov.uk](mailto:street.lighting@thurrock.gov.uk) .

## **Data Protection Act 2018**

The personal data you provide on this form will be used by Thurrock Council to administer your Licence.

We may occasionally share your personal data with other council departments and with other bodies (including the Police, Inland Revenue etc) for purposes of protecting public money, preventing, and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.