

Conditions for Installing Festive and Decorative Illuminations in or above the Highway



1. Any festive decorations such as Christmas Lights, Bunting and banners over or within the highway will all need a license in order to comply with West Berkshire Council's requirements in accordance with the Highways Act 1980, section 178.
2. All Christmas decorations or lighting and any banners which are hung across the carriageway must be supported on catenary wires which are in turn, securely fixed to buildings on either side of the highway. Any carnival bunting or flags will normally only be permitted to be hung parallel to the direction of traffic and cannot be fixed to street lighting columns without specific approval.
3. Public liability insurance to the value of £10 million is required. This can be covered by the Contractor carrying out the work, or in the case of the installation being left in place for 12 months or more the owner will also need to have public liability cover for the duration of the installation. Full details of the requirements for festive lighting are given below in section 6.
4. A written application, complete with detailed plans must be submitted to and approved by West Berkshire Council as the Highway Authority, before installation work can commence. A new application must be submitted each year.
5. All installations must comply with the requirements of the current edition of the "Code of Practice for the Safe Use Laser Systems, Festival or Other Entertainment Lighting Equipment in Public Places" 1995 as published by the Institutions of Lighting Engineers and The County Surveyors Code of Practice for the installation, operation and removal of seasonal decorations.
6. Certificates of insurance indemnifying West Berkshire Council against third party claims related to the installation, removal or operation of the decoration and any damage to Council property shall be submitted prior to installation. The limit of cover shall be no less than £ 10 million for each and every claim. A copy of the insurance certificate should be forwarded to West Berkshire Council at the same time as the application is requested to erect the decorations.
7. Decorations which contain flashing red, yellow, or green lamps should not be installed within the visual area of traffic lights or pelican crossings.
8. Equipment must be erected and removed within periods to be agreed with the Highway Authority before the lighting erection works commence.
9. Any damage caused to Highway Authority property by the installation or operation of the decoration will be repaired by the Highway Authority and an account rendered to the installer or operator.
10. The owner of the equipment must at his own expense, maintain the equipment in good repair during installation, operation and until the equipment is removed.

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11. The owner of the equipment must remove his equipment, at his own expense, immediately, if requested to do so by the Highway Authority.
12. The Highway Authority has the right to disconnect and remove any or all equipment which in its opinion is unsafe or dangerous to the general public. The cost of this work is rechargeable to the equipment owner.
13. The installer and/or operator must ensure that all installation and maintenance works are carried out in a safe manner. Where catenary wires and/or spans are to be installed over the highway then the installer should consult with the West Berkshire Council as Highway Authority, regarding the method and time of installation.
14. All catenary cables and fixings must be inspected and tested upon installation and thereafter on an annual basis and be manufactured with supports and mountings capable of supporting decorative fixtures which are suitable for a wind of K factor 2. It is recommended that stainless steel and high tensile steel wire be used
15. No decoration or suspension systems or any part thereof which hang across the highway should be less than 5.7 metres above the highway.
16. Generally for protection against electric shock all systems shall be rated at 25v SELV. However, for systems sited a minimum of 3.5 metres above the highway, mains voltage (230v) may be used. In all such systems the installer must ensure that the requirements of BS 7671 are met and supplementary protection by the use of a 30mA RCD shall be given.
17. Separate sub circuit arrangements must be made for the permanent equipment and individual elements of the temporary installation.
18. All electrical installations shall upon installation be tested in accordance with current I.E.E Wiring Regulations and all other appropriate legislation, upon installation and on an annual basis thereafter if left in place. All Testing Certificates must be submitted to the Highway Authority, within 14 days of testing.
19. All apparatus shall be erected in compliance with the following statutes and regulations:
 - Health and Safety at Work Act 1974
 - Electricity-at-Work Regulations 1989
 - BS 7671 Regulations for Electrical Installation.
20. All Test Certificates must be submitted to West Berkshire Council as the Highway Authority within 14 days of testing.
21. Scottish & Southern Energy must be informed of the duration and the total wattage of the decorations in order that the promoting Council can be charged accordingly for the amount of energy consumed over the period. Contact details are given below

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Paul Angus, Unmetered Supplies, SSE P.D., Walton Park, Walton Road, Cosham,
Portsmouth, PO6 1UJ. – paul.angus@sse.com - 02392 624040

APPLICANTS ACCEPTANCE OF CONDITIONS

I(Block Capitals)

On behalf of(Block Capitals)

Herby accept the conditions set out in the West Berkshire Council’s Conditions for the Installation of Festive Decorative Illuminations in or above the Highway and agree to indemnify the Council as requested by Clause (6) of the said conditions.

SignedDate.....

Should any further advice be required please contact:-

West Berkshire Council Street Lighting department on 01635 519632 or 519882