

# Guidance notes for the erection of permanent or temporary attachments to highway lighting columns

Licencing for apparatus to be placed or fixed over, along or across a highway (including permanent or temporary attachments to highway lighting columns)

## Introduction

If you are proposing to erect any apparatus over, along or across the highway, you will need to apply for a licence under Section 178 of the *Highways Act 1980*.

Licencing covers all types of apparatus, including (but not exclusively):

- hanging baskets
- seasonal decorations
- banners
- CCTV cameras
- ANPR cameras
- vehicle activated signs
- speed indicator devices
- wi-fi equipment
- catenaries (a system of overhead wires above the highway used to support electricity cables)

[Applications are now made online](#) - you will need to prepare digital copies of any required documentation, to upload to the application form.

Your application must be received **at least 8 weeks in advance of the proposed installation date**. Late applications risk not being approved in time.

We do not charge for this process.

If you cannot submit your application online please [contact our Customer Services team](#) and they will arrange to send you a paper copy of the application form.

## Licence limitations

We will issue a S178 licence based on your specific application criteria once all the conditions have been met.

The licence is only valid for the agreed period between the installation of the apparatus and its eventual removal.

You will need to apply for a licence each time you want to install apparatus.

If you install apparatus that does not comply with the specifics of the licence, we will withdraw consent on the grounds of public safety and instruct you to remove them within 7 days.

If you do not remove the apparatus within that period, we will remove the unlicensed apparatus and recover the costs from you.

## General information

Street lighting columns are designed to support a single piece of apparatus only, typically a small sign and/or plate, so are not designed to withstand the additional forces and stresses induced by additional apparatus.

It may still be possible to attach apparatus to lighting columns, or to private buildings/equipment, provided there is evidence that they are capable of carrying the additional loads.

However, some assets are not suitable for supporting any apparatus – these include hinged lighting columns and columns manufactured using concrete, cast iron, aluminium and glass-reinforced polyester (GRP). **Under no circumstances will a licence be granted for apparatus to be attached to these assets.**

You are responsible for the maintenance, repair and replacement of all apparatus installed in connection with this application.

## Detailed guidance

Our process is in line with the recommendations contained in *Professional Lighting Guide 06 (PLG06) – Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments* produced by the *Institution of Lighting Professionals*.

A copy of PL06 can be purchased from the [Institution of Lighting Professionals](#).

This process places an emphasis on public safety. It ensures that all installations are electrically safe and that all structures and anchor points are capable of accepting the loadings placed upon them.

## Insurances

You will need to provide a copy of your Public Liability Insurance (minimum cover of £5million for any one event).

You must ensure the insurance cover provided by your Professional Structural Testing Organisation (PSTO) and installer (if a separate organisation) meets these minimum levels of cover:

- Professional Indemnity Insurance: £5 million
- Public Liability Insurance: £10 million
- Employers Liability Insurance: £10 million.

You will need to provide a copy of the structural testing PSTO's Professional Indemnity Insurance at the time of application.

## Competency

You need to comply with *The Construction (Design and Management) (CDM) Regulations*, which place a legal duty on the person organising or managing such works to ensure that the right people are engaged.

You must ensure that you engage competent contractors to undertake:

- the electrical work;
- the work in the highway.

## Traffic management

You have a responsibility to make sure that any works in the highway in connection with this application are undertaken without risk to highway users.

You are responsible for arranging and paying for any [Temporary Traffic Management](#) required to enable the structural testing, the installation and removal of your apparatus to be undertaken safely.

You must contact our Network Management Team for advice and information about the Temporary Traffic Management: [networkmanagement@leics.gov.uk](mailto:networkmanagement@leics.gov.uk).

## Structural requirements

You shall provide structural testing reports for all lighting columns and anchor points proposed to support apparatus in order to demonstrate that they are fit-for-purpose for the specific loads involved.

The structural test shall be carried out by an appropriately qualified and experienced Professional Structural Testing Organisation (PSTO).

You shall arrange for a lighting column to be re-tested if any existing guarantee expires before the apparatus is removed.

In the event that a lighting column suffers a catastrophic failure during the testing process, you must immediately contact our Customer Service Centre on **0116 305 0001** to arrange for emergency attendance by our street lighting team.

You will not be charged for the emergency call-out.

## Plan and details of all attachments

For each individual attachment you will need to provide:

- Height
- Width
- Weight
- Windage area
- Location
- Road name
- Street light column number
- Anchor points for catenary wires

For larger installations you can provide your spreadsheet/document of all the attachment details. For smaller installations the details can be added directly into the online form.

You will also need to provide an overall plan/detailed drawings of the proposed installation showing the locations, lighting column numbers that have an attachment, and anchor points for catenary wires.

### **Height clearances**

You will need to ensure that the lowest point of any apparatus attached to a lighting column is at least 2.5m above the highway.

You will need to contact us to discuss the required height clearance for any catenary that is proposed to be erected over, along or across the highway (the requirement varies according to the road type).

### **Electrical connections**

Your contractor is **not permitted** to make an electrical connection by removing the column access door or by drilling holes in the column door.

Your contractor shall ensure that all electrical mains supplies are protected by a 30mA Residual Current Circuit Breaker with Overcurrent protection (RCBO) at the point of origin and to be suitably fused in accordance with *BS 7671: Requirements for Electrical Installations. IET Wiring Regulations*.

Your contractor shall comply with *The Electricity at Work Regulations* by testing each individual piece of apparatus and the whole installation upon completion.

You will need to provide evidence of the following:

- a Portable Appliance Test (PAT) for each piece of apparatus;
- an electrical test and inspection certificate for the whole system in accordance with *BS 7671*.

### **Payment for electricity**

You will be responsible for any energy consumed by the apparatus. We will not pay for the additional energy consumed by the apparatus.

You will need to make the necessary arrangements with the Distribution Network Operator to agree an unmetered load certificate.

You will need to register this certificate with your energy supplier and pay them for all electricity used.

You will need to provide evidence that the process of obtaining the unmetered load certificate has started. We will check with the Distribution Network Operator before a licence is issued.