



THE LONDON BOROUGH
www.bromley.gov.uk

Guidance and Policy for the Application, Installation, Maintenance and Removal of Festive Lighting

May 2019

Document Control

Organisation	London Borough of Bromley
Title	Guidance and Policy for the Application, Installation, Maintenance and Removal of Festive Lighting
Author	David Braybrook
File Name	
Owner	
Subject	
Protective marking	
Review Date	14/10/2019

Revision History

Revision Date	Reviser	Version	Description of Revision

Document Approvals

This document requires the following approvals:

Sponsor Approval	Name	Date

Document Distribution

This document will be distributed to:

Contents

1. Introduction	3
2. Festive Lighting: an Overview	4
3. Licencing Basics	6
4. Online Application Form Licencing Process	12
5. Enforcement	19
6. Checklist	20
7. Process Flow for Festive Lighting Applications	21

deskPDF Studio Trial

1. Introduction

Under Section 178 of the Highways Act 1980, it is an offence for anyone to place an overhead beam, rail, pipe, cable, wire, or other similar apparatus along or across a highway without the consent of the Highway Authority. The London Borough of Bromley, as a highway authority, is thus empowered to control the erection of apparatus on or over the highway, including Festive Lighting/Christmas Decorations by way of a highway licence.

This policy has been developed to provide information and guidance concerning the installation, maintenance and removal of Festive Lighting/Christmas Decorations within the London Borough of Bromley and all requirements that the applicant will need to consider, with a particular emphasis on their responsibilities for public safety.

This policy can also be read by all stakeholders who may have an interest in festive lighting including Bromley residents, councillors, organisations, operators etc.

deskPDF Studio Trial

2. Festive Lighting: an Overview

The London Borough of Bromley recognises that Festive and decorative lighting in its public realm is a welcome sight that brings pleasure to many people. It is keen to both encourage and support the use of festive lighting and seasonal decorations wherever possible; however it is also aware of its responsibilities to safeguard other users of its public highways.

The temporary nature of Festive Lighting/Christmas Decorations, coupled with the fact that they are powered by mains electricity, means that they are potentially hazardous, particularly in adverse weather conditions. Accidents can also occur where inappropriate attachments or fixing methods are used on lamp columns.

The London Borough of Bromley has therefore developed a licence policy that aims to both find a balance between these two conflicting issues, and ensure that all festive lighting/seasonal decorations in or around the highway are installed, maintained and removed in a manner that is both safe and in accordance with national guidelines. It also aims to reduce the risk of either Bromley Council or the applicant suffering reputational damage and/or possible criminal proceedings should anything go wrong.

The licencing process does **NOT** intend to prevent any form of festive lights or decorations being installed, but instead aims to prevent them being installed in a poor or unsafe manner that could cause danger to other users of the highway.

3. Licencing Basics

3.1. What Licence is granted?

The London Borough of Bromley, under Section 171 of the Highways Act 1980, authorises people to be able to erect, maintain, operate and remove decorations on or above the public highway via a Festive Lighting Licence. This Licence will be granted once the London Borough of Bromley is satisfied that the applicant has met and will adhere to all aspects of this policy, our '[Code of Practice for Temporary Attachments to lamp columns granted under the Highways Act 1980 Section 178](#)' (provide link to web page once created) and any extra special conditions on their licence.

3.2. Who Can Apply?

The London Borough of Bromley generally takes applications for Festive Lighting from community and trade groups but is open to considering applications from all sections of the community provided that they meet all sections of this policy.

3.3. When is a Licence Required?

A Licence is required from Bromley Council for any Festive Lights/Christmas Decorations that either oversail or are affixed to any London Borough of Bromley Highway assets on one of the following at any time:

- Any public highway over which Bromley Council has authority and maintains at the public expense.
- Any unadopted highway upon which Bromley Council must ensure that the public have a 'right of passage' and the ability to 'pass and repass'.

A Licence is not required on Private Roads where public access is restricted or controlled.

Transport for London (TfL) is also responsible for licencing any festive lighting/seasonal decorations on any TfL Red Route within the borough, which are:

- The **A21** (starts on the borough Boundary with Lewisham on London Road, and comprises Tweedy Road, Kentish Way, Masons Hill, Bromley Common, Hastings Road, Farnborough Common, Farnborough Way and Sevenoaks Road before finishing within the borough at Hewitts Roundabout)
- The **A232** (starts on the borough boundary with Croydon at Wickham Road and comprises West Wickham High Street, Glebe Way and Croydon Road before meeting the **A21** at Farnborough Common)

All enquiries that relate to these locations should therefore be redirected to them via the TFL Website at: <https://tfl.gov.uk/info-for/urban-planning-and-construction/highway-licences->.

3.4. How to Apply for a Licence

In order for any application to be considered, the applicant must complete/provide the following documentation.

3.4.1. Online Application Form.

The London Borough of Bromley's Online Application Form can be found on the Festive Lighting Page of its website at the following location: (*link to page once it is created*). All applicants must complete all sections of this form and provide all the requested documentation for their application to be considered.

On the online form the applicant will firstly have to provide basic personal information about themselves, including their name, address and email address. They will then be taken through all stages of the licencing process which is outlined in more detail in **Section 4** of this document. The London Borough of Bromley reserves the right to reject any application that it feels fails to meet any part of this policy.

3.4.2. Public Liability Insurance

After completing the licencing process in **Section 4**, every applicant must attach public liability insurance to the form. This must:

- Be valid for the proposed duration of the licence
- Have a minimum value of £5 million
- Indemnify both the London Borough of Bromley and the applicant against any third party claims of damages to persons and property due to installation, operation and/or removal of the decorations. If there is also any consequential damage to the London Borough of Bromley's property, claims against the applicant will also be made under this insurance. Applicants should also be aware that they are potentially exposed to claims that lie beyond this value.

3.4.3. Risk Assessment

Every applicant must also submit a risk assessment with their application. If it is easier, a template can be downloaded off the Festive Lighting page on the Bromley website, however the Council will accept them in any format so long as it addresses:

- All the hazards that come with the installation, maintenance and removal of festive lighting.
- Who might be harmed by these potential hazards and why.
- Practices that the applicant already undertakes to minimise the risks of each hazard

- Any further action that the applicants feel they need to undertake to reduce the risks of each hazard.
- Who will carry out these actions and when they will do so.
- A risk rating score for each hazard. For each different risk the applicant should score the likelihood of the event occurring by the severity of the consequence of it occurring (please see below). The resulting 'Risk Rating' number will tell the applicant what action they need to take.

Risk Rating Scale:

Likelihood	
0	Zero to very low
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Almost certain

Severity	
0	No injury or illness
1	First aid injury or illness
2	Minor injury or illness
3	"3 day" injury or illness
4	Major injury or illness
5	Fatality or disabling injury

Risk Rating	
0-5	Tolerable
6-14	Intolerable; the additional actions must be detailed
15+	Immediate action to control hazard

Please note that as part of this process we cannot accept attachments totalling more than 15MB in total, so if your attachments are bigger than this please reduce them in size. If you do not receive a confirmation email and/or you have not heard from us within 10 working days, please complete our Temporary Highway Licence E-Form which can be found on the London Borough of Bromley website at the following location: www.bromley.gov.uk/TemporaryHighwayLicenceEnquiry

3.5 How long are licences granted for?

Licences will be valid for a period of around 2 months from Mid-November until early January. At the end of the licence period the London Borough of Bromley will expect all installations to be de-energised immediately and removed from the site within 10 working days.

The London Borough of Bromley reserves the right to make alterations to the licence period of any application (see **Section 3.7**)

3.6. How Much does a licence Cost?

The London Borough of Bromley does not charge to grant a 'Festive Lighting Licence', however please note that there can be charges for the following:

- The work undertaken by a Trade Electrical Contractor (See **Section 4.2**)
- The installation of new electrical sockets (See **Section 4.3**)
- A Structural Assessment of the lamp column(s) by a **Competent Structural Engineer** if required (See **Section 4.3**)
- Inspections of Festive Lighting before they are commissioned (See **Section 4.4.1**)
- Electrical Conformance Tests for Festive Lighting once commissioned (See **Section 4.4.1**)
- The use of an electrical supply by UK Power Networks (See **Section 4.4.2**)

- The Installation/Replacement of Timers for Displays (See **Section 4.5**)
- Any site visits by our contractor to maintain the safety of the public (See **Section 5**)

3.7. How long does the licencing process take?

The London Borough of Bromley asks that all applications are **submitted at least two months in advance, and by the latest the 30th August.**

Whilst the London Borough of Bromley aims to process and grant all licences by Mid-November and within the two month period, certain more complex applications may take longer than this.

3.8. Licence Conditions

All licences granted for festive lights within the borough, will come with the following standard conditions:

- It is an offence under Section 178 of the Highways Act 1980 for anyone to attach unauthorised Festive Lighting to Street Furniture without LBB Approval as Highway Authority.
- Festive Lighting must be erected, maintained and removed from site by a competent person. This person must be available throughout the duration of the licence for emergency attendance within 2 hours.
- Festive Lighting must be de-energised and removed from site within 10 working days from the end of the licence.
- Festive Lighting may not be strung above between lighting columns and trees in any locations that do not have the appropriate installations in place to facilitate this and must take power supplies from the ground level. They must leave a clearance of at least 5.8m from the Highway.
- The positioning of any Festive Lighting must not cause light nuisance or interfere with motorist sight lines, traffic signals, pedestrian crossing facilities or the performance of any CCTV cameras.
- Failure to comply with the licence conditions may result in charges being levied and future applications may be refused. If the Council's contractors are called out to make safe any licenced Festive Lighting installation, the licence holder will be charged for this service.

The responsibility for obtaining and following all regulations of the licence is solely that of the applicant.

In addition to the standard conditions that will apply to all licences granted within the borough, the London Borough of Bromley reserves the right to add extra conditions to any licence including:

- Time limitations in which the festive installation(s) are allowed to be in-situ.
- Emergency arrangements for the festive installation(s)
- Maintenance arrangements for the festive installation(s)

Where these apply to a particular application, they will be listed under the 'Special Conditions' of the licence.

Please note that the London Borough of Bromley is **not** responsible for carrying out any of the safety checks required as part of the application process. However, all festive lighting can be subject to random inspections by our operatives once installed.

A laminated copy of the licence must be displayed on site in a suitably visible location at all times and contain the details of an Emergency Contact Number (**See Section 4.2**)

3.9. Vehicle Access Permits.

Applicants should note that should they wish to erect festive lights/Christmas decorations in the pedestrianised area of Bromley High Street (between Market Square and Elmfield Road) that they will also be required to apply for a vehicle access permit. The process for this can be found on the Vehicle Access Permit page on the Bromley Website at the following location:

https://www.bromley.gov.uk/info/200083/roads_highways_and_pavements/960/vehicle_access_-_pedestrian_area_bromley_high_street

The applicant will be responsible for following all the terms and conditions of this permit, in particular that they only enter the area in question before 9am and after 5pm.

3.10 What if a licence is refused?

Occasionally, the London Borough of Bromley will refuse an application a licence. This could be due to a variety of reasons including:

- The application fails to meet one of the requirements of this policy
- The location is deemed unsuitable e.g. It would prove too distracting to drivers.
- The applicant has been found to have given false or inaccurate information.

Anyone applicant who feels that they have been unfairly refused a licence or subject to any terms and conditions that they feel are unfair can appeal using the online form on the Festive Lighting page on the Bromley website (**See Section 3.4.1**). The London Borough of Bromley will investigate the application in question, and the applicant will be informed of the final decision.

Please note that in the majority of cases, where an application cannot be granted in its applied form, the London Borough of Bromley will endeavour to liaise with the applicant to see if an alternative arrangement/compromise can be made.

3.11. Data Protection and Privacy

Parts of this policy require the London Borough of Bromley to collect and process personal data including:

- Granting a Festive Lighting licence
- Investigating any appeal to a Festive Lighting Licence.

For information on how we will use, process and store this personal data please see our Privacy Notice which can be found at the following location:

https://www.bromley.gov.uk/info/200031/data_protection_and_freedom_of_information/503/privacy_and_cookies_statement_for_wwwbromleygovuk

3.12. Contact Us

If after having read this policy, an applicant should have any further questions they can complete our '**Temporary Highway Licence e-form**' and a member of our licencing team will get back to you. The form can be found at the following location:

www.bromley.gov.uk/TemporaryHighwayLicenceEnquiry

4. Online Application Form Licencing Process

4.1. Applicant Details

In line with the *Construction, Design and Management Regulations 2015 (CDM)*, the applicant who wishes to instigate the erection of the festive installation shall firstly have to supply the London Borough of Bromley with the name of a **Trader Representative Contact Detail**. For the purposes of this policy this person shall be known as the **'Operator'** who will:

- Be deemed by the London Borough of Bromley as the person responsible for both organising and managing the installation and removal of the festive lights/Christmas decorations, and their maintenance whilst they are in-situ.
- Ensure that the person that they charge to install, maintain and operate the festive installations is competent (**See Section 4.2**).
- Ensure that sufficient time has been set aside to complete the works in question.
- Ensure that the correct application process is followed.
- Ensure that a risk assessment is in place before the works commence, and that all risks, hazards and special arrangements that arise from these are shared with all parties.
- Assume main responsibility for all Health and Safety aspects of the application including ensuring that all decorations are correctly supported, electrically safe, and do not present a hazard to the public.
- Comply with the requirements of the CDM.

4.2. Trade Electrical Contractor

The **'Operator'** must next give the details of a **Trader ELECTRICAL CONTRACTOR** who will be a person that they nominate to carry out works on the public highway for the erection, maintenance and removal of the festive lights. This person must be:

- **Competent:** They must have the relevant skills, knowledge and/or experience of the work to be undertaken so as to identify and avoid danger. This competence should be supported by the required training. Typically the industry standard for training and assessment of competence for electrical equipment that is on or near the Highway would be the *Highways Electrical Registration Scheme (HERS)*.
- Have obtained a relevant G39 Test Certificate in electrical safety in the planning, installation, commissioning and maintenance of public lighting. This includes authorisation to enter into one of our lamp columns to safely connect and remove the installation to the electrical supply.
- Able to produce up to date and valid documentation on site as evidence of their stated suitability (including their *Electro-Technical Certification Scheme* and their *G39 Test Certificate*). Anyone who is unable to produce valid documentation upon request will be asked to leave site immediately.
- Be able to carry out works to the requirements of **BS 7671: 2018 IEE Wiring Regulations**.

- Available for the duration of the licence for emergency attendance within two hours if so requested. Should the London Borough of Bromley receive any reports or complaints about a festive installation, we would look to pass the details of this to the **Trade ELECTRICAL CONTRACTOR**.

Please note that it is down to the ‘Operator’ and NOT the London Borough of Bromley to satisfy themselves as to the suitability of the person that they employ. Anyone who allows someone to undertake work that is beyond their level of knowledge, skills and experience and/or who causes danger to themselves or others could be liable for any damage that may occur.

4.3. Structural Considerations.

The London Borough of Bromley expects that the majority of festive lighting will be installed in places where there will be maximum exposure to members of the public, such as in its High Streets and Town Centres. The most common form of support to display festive lighting is on street lighting columns, however this carries an inherent risk of a column failing and causing an injury to other highway users. An incident such as this would generally have occurred due to:

- A misunderstanding of the risk of imposing additional loads on the lamp column in question. Older lighting columns are more a risk in this sense.
- A misunderstanding of the number of other highway users. The risk of a personal injury is linked to the number of people using the space and of the risks of imposing additional loads on the column(s) in question.

The London Borough of Bromley has three types of lamp columns as part of its stock, which are:

- **Standard**
- **Heavy**
- **Extra Heavy.**

The London Borough of Bromley makes the assumption that all columns are **‘Standard’** unless it is evident that on site (such as the lamp column containing a CCTV installation attached to it).

Festive Installations will generally not be permitted to be attached to any lamp column that is less than 8m in height.

In addition, only lamp columns that are able to accommodate a 230 volt supply may be used. The London Borough of Bromley has made power supplies available at locations where festive lights/decorations have been frequently installed in the past, and may at its discretion install a new power supply to a lamp column, **however the full costs of this must be met by the applicant.**

On their application the **‘Operator’** must provide an accurate **Location of assets to be used to supply festive decorations**. As part of this they must identify clearly all

lamp columns that they propose to use to attach festive decorations to, and provide the following details:

- A layout plan identifying the lamp column numbers and positions of any proposed attachments.
- The specification of the festive installation (their height, width, weight and mounting height)
- The method by which they propose to fix the festive installation to the lamp column(s). **It will be the responsibility of the 'Operator' to ensure that the method by which they propose to fix the installation are suitable and appropriate to support it throughout its entire life cycle.**

This will enable operatives in the London Borough of Bromley's Street Lighting division to identify whether the lamp columns are suitable for the proposed installations and whether any additional power supplies are required.

As part of this process the '**Operator**' must also **actively demonstrate** that they have given due consideration to how the additional loadings will affect the structural integrity of the lighting column(s) in question. If the sizes or weight indicates that there may be a need for the operative to arrange a **Structural Assessment** on the column to prove the structural integrity is appropriate for the proposed use, then the '**Operator**' must do so. This **Structural Assessment** must:

- Be valid for the proposed duration of the licence
- Be a valid assessment for the proposed mounting height on the lamp column(s) in questions. An '**Operator**' must not then affix the decorations at a different height than that specified in the Structural Assessment.
- Be for the attachments specified. An '**Operator**' must not then attach Festive Lighting/Christmas Decorations that differ in size or weight from that which was originally approved.

All information provided must be accurate. **Anyone found to have given false or misleading information will automatically have their application rejected.**

The '**Operator**' should also note that any new requests for **Catenary lighting** (lighting attached to a wire or rope that stretches between a lamp column to another item of street furniture such as a Tree) will **NOT** be permitted as they are not stable in high wind conditions. **Any applications that propose such an arrangement will automatically be declined.** Applications can be made for locations that already have Catenary Lighting in-situ but these must be kept safe for the duration of the proposed licence.

Applications can be made however for Festive Lighting in Trees that draw their electrical supply from a suitable ground based feeder pillar (**see Section 4.6.**)

4.4. Electrical Considerations.

The London Borough of Bromley wishes to ensure that all temporary installations of Christmas Lighting are to the same standards as we would expect of those that are

permanent (including any equipment such as cables). To ensure this we ask that all applications must actively demonstrate the following:

4.4.1. Initial and Periodic Testing

Under the ***Electrical Test of Festive Lighting Equipment*** on the online application form, the '**Operator**' must provide the following information:

- The '**Operator**' must arrange for all Festive Lighting/Christmas Decorations to be fully inspected and tested before they are commissioned. Any inspections must be carried out in accordance with the *IEE Inspection and Testing Guidance Note 3 on Installation*. They must be certified by a Commissioning Electrical Certification and be provided to the London Borough of Bromley within 5 working days of any test being carried out.
- Once commissioned, each bit of Festive Lighting/Christmas Decorations must be subject to an Electrical Conformance Test (PAT) by a competent electrical contractor certifying that all equipment has been checked and deemed to be acceptable for their intended use. This must be certified by an Installation Certificate. **Any attachment that is found to be defective may be disconnected without notice.**

The '**Operator**' should also note that Electrical Conformance Test are valid for 6 months, so it is likely that they will need to be conducted for each installation before every festive season.

Test labels, indicating the date of test and the type of test must be clearly evident in the electrical compartments for every festive installation.

4.4.2. Energy Requirements

The majority of the temporary installations are fed at the bottom of the column(s) in question via an unmetered electricity supply direct from Distribution Network Operator (DNO) cables in the highway. In these cases the energy is accounted for by calculating use from the electrical load and operating hours.

The '**Operator**' shall have a duty to:

- State the **Switch On and Off Dates and Times** on the form that will apply to every installation that they are wishing to licence.
- From this make a **Calculation of the Energy Requirements:**
 - The applicant should firstly clearly state the electrical requirements for each item of electrical equipment that will be connected to a London Borough of Bromley lamp column.
 - From this they must then email UK Power Networks (UKPN) at umso@ukpowernetworks.co.uk to arrange a payment for energy consumption informing them of the electrical load, burning hours and duration.
 - They must then provide details of the person who will be paying the energy bill (so that The London Borough of Bromley can check that

they have done so) and an Estimated Annual Consumption Certificate from UKPN. **No supply is to be taken from a lamp column without the prior approval from UKPN.**

In ticking the appropriate box on the form the **'Operator'** asserts that they have contacted UKPN to arrange a payment for the energy consumption and understands that they **will be guilty of a criminal offence if they consume electricity for which they do not pay for.**

The **'Operator'** should also be aware that this process can take several months, so they should allow sufficient time within their plans for it to be completed.

4.5. Other Practical Considerations

The **'Operator'** should be aware of the following other electrical and practical considerations for installations that must be met:

- All installations should be fit for purpose and have an Ingress Protection (IP) of at least *IP66*, meaning that it is protected against any dust and powerful jets of water that could harm the equipment.
- If as part of the installation of the festive lighting/decorations, there is a need to remove the lamp compartment door, they must be replaced securely to prevent unauthorised access. **The attaching of access doors with tape or banding is NOT permissible.** Where it is not possible to resecure the access door, **this must be reported to the London Borough of Bromley immediately.**
- Some of our lamp columns have been fitted with timers to avoid the unnecessary use of power during daylight hours. However please note that it will be the responsibility of the **'Operator'** to install a timer mounted on the display for any lamp column that doesn't have one. Should the integral timer fail, the **'Operator'** will also be responsible for replacing them on the display and **not on the base of the column.**
- Installations that contain Red, Yellow or Green Lamps will not be allowed within 10m, or within motorist sight lines, of a set of traffic signals, light controlled pedestrian crossing facility or zebra crossing.
- No festive installation may contain any advertising promoting any third party company or business including any logos.
- Any festive installation mounted above any area of the highway that is accessible to vehicles must have a minimum clearance from ground level of 5.8m.
- No festive installations may interfere with any line of sight or the visual performance of any CCTV cameras.
- Festive installations must not inhibit either the London Borough of Bromley or one of its contractors from accessing the luminaire to carry out maintenance activities or fault repairs. If the equipment gets in the way of the London Borough of Bromley undertaking any of its statutory duties or is found to be causing a failure of the lamp column then it shall be removed.

- In the event that there is a fault in which the lamp column loses its electrical supply, the London Borough of Bromley's maintenance contractors shall be instructed to prioritise the fixing of the street lighting over the festive lighting.
- The London Borough of Bromley is very mindful of its obligations to the environment and requests that the **'Operator'** consider both the use of energy efficient technology and operational periods within their application, in order to reduce both energy output and carbon impact.
- The **'Operator'** must ensure that the positioning of their festive installation does not result in any light nuisance. Where a complaint is received the London Borough of Bromley will ask that the **'Operator'** investigate within 24 hours and provide a solution acceptable to all interested parties within **3 working days**.
- The **'Operator'** must ensure that the installation(s) are maintained in good condition throughout their period of operation. The London Borough of Bromley will not accept responsibility for any vandalism or damage that may occur to any installation during its period of operation.
- The **'Operator'** must also make arrangements for a weekly visual inspection of the installation(s) and keep a log of such inspections.

The London Borough of Bromley, as Highways Authority, reserves the right to disconnect and remove any installation that in its opinion is unsafe or dangerous. It may also remove any installation that is vandalised or has any accident damage, but will endeavour to recover any equipment attached in this instance.

If the London Borough of Bromley is called upon to attend site to undertake a standard or emergency maintenance of any issue that is caused by the festive installation in question, it may look to the 'Operator' to recover the cost of the maintenance. This includes:

- **Any damage done to any lamp columns or any associated equipment (such as damage to the protective coatings)**
- **Any removal of any installation that it feels is unsafe or dangerous.**

4.6. Traffic Management Considerations

The **'Operator'** should note that dependent upon the specific location, that they may be required to obtain a Permit to work on the highway, to ensure that their installation of the festive lights does not clash with any other activities such as roadworks.

The London Borough of Bromley will advise you if your application requires a Road Permit. The **'Operator'** should note that this may incur additional charges, and may take up to **3 months** for the permit to be processed and the road space allocated.

More information about this process can be found on the Bromley Website at the following location:

https://www.bromley.gov.uk/info/200083/roads_highways_and_pavements/759/application_for_a_temporary_road_closure

4.7. Installations not attached to Street Lamp Columns

All Forms of Festive Lighting/Christmas Decoration installations that do not take a power supply from a lamp column must instead take it from a suitable ground based feeder pillar which can include sources of solar energy. Applications for Festive Lighting in Trees can be made on this basis.

Please remember however that any new applications for **Catenary Lighting** (lighting stretching from the ground and then between two items of street furniture or buildings) or **hanging cables** will not be permitted. **Any application that proposes such an arrangement will automatically be rejected.** Applications can be made for locations that already have Catenary Lighting in-situ but these must be kept safe for the duration of the proposed licence.

Where an '**Operator**' does not wish to attach Festive Lighting/Christmas Decorations to a street lighting column, they must state this on the application form. They must instead follow a variation of **Sections 4.3** of this policy, and state:

- The specification of the installation (their height, width, weight and mounting height)
- What object(s) they will be attaching the decoration(s) to and their method for doing so.
- The source of power for the installation(s).

In this instance it will be the '**Operators**' responsibility to ensure:

- That the attachment points are structurally sound
- That the installations do not obstruct the highway
- That the installations will not give cause for any form of safety hazard
- That they have the relevant permission for any electricity supply that they use.

If the Festive installation is to be attached to any form of private property the '**Operator**' must also obtain the appropriate approvals and wayleaves from the owner.

All other parts of **Section 4** must be followed as detailed but please note:

- The Structural Assessment as detailed in **Section 4.3. MUST** include any small scale stonework to which mountings are to be attached such as brickwork or sandstone slabs.

5. Enforcement

All aspects of this policy shall be enforced by the London Borough of Bromley's Street Lighting, Highways and Enforcement teams. Whilst the London Borough of Bromley is **NOT** responsible for carrying out any of the safety checks that are required as part of the application process, **all festive lighting installations can be subject to random checks by our operatives once installed at any point.** Any person who has erected any form of festive installation that:

- Is unlicensed by the London Borough of Bromley
- Is placed on the Highway in any way that is in contravention of either/both the licence conditions and this policy.
- Is placed on the Highway in any way that the London Borough of Bromley considers to be dangerous.
- Is found to differ in any way from what was stated on the application form.
- Causes damage to any part of the London Borough of Bromley's Street Furniture, including any protective coatings.
- Uses any electricity for which the '**Operator**' does not have the permission.
- Causes the London Borough of Bromley to attend to make safe or carry out maintenance repairs.

Can result in Enforcement action being taken against the '**Operator**'. This may include:

- The seizure, disconnection and removal of the items in questions
- Penalty charges levelled against the '**Operator**' for any damage that may be caused to the London Borough of Bromley's Assets/Street Furniture, which it is entitled to do so under Section 305 of the Highways Act.
- Criminal proceedings.

If the London Borough of Bromley or its contractor is required to attend site, make safe and/or repair any festive lighting installation, it will seek to recover any costs incurred from the '**Operator**'.

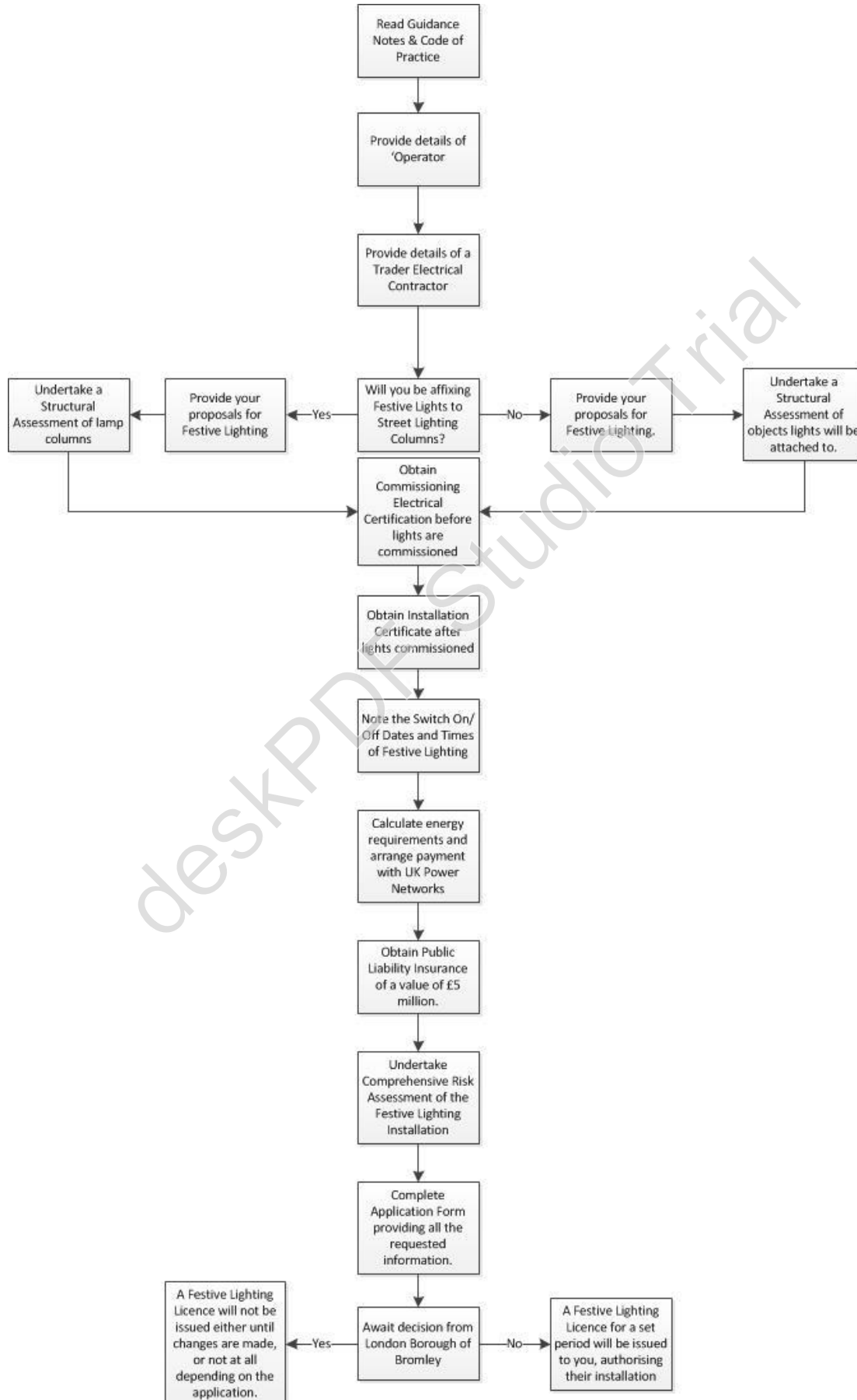
6. Checklist

Please see the Checklist provided below of everything that you need to provide the London Borough of Bromley with for a successful application:

- Personal Details of the **'Operator'**
- Details of a **Trader Electrical Contractor (to include valid competence certificates)**
- Your proposals for the festive lighting (**including lamp column numbers, specifications of the festive installations and the method for affixing**)
- (***If connecting to a Street Lighting Column***) A structural assessment for how the installation(s) will affect the performance of the lighting column(s) in question.
- (***If not connecting to a Street Lighting Column***) A structural assessment for how the installation(s) will affect the structural performance of the object(s) in question.
- Commissioning Electrical Certification of the Festive Installation
- Electrical Conformance Test certifying all installations are safe for use.
- The Switch on and off Dates and Times for the installations.
- The Electrical Energy Requirements for the installations
- Personal Details of the individual responsible for the electricity bill
- Public Liability Insurance of £5 million
- A full Risk Assessment.

7. Process Flow for Festive Lighting Applications

Please see the recommended process for applying for festive lights in the London Borough of Bromley, **however many of these steps will need to be taken concurrently.**



deskPDF Studio Trial