



Doncaster  
Council

# **Christmas Lighting and Attachments Policy**

January 2023

## **Introduction**

This Policy is aimed to assist all applicants who wish to carry out the installation of Christmas lighting motifs or any approved attachment to a street lighting column. As a broad principle, Doncaster Council consent to the erection of festive motif lighting on designated lighting columns during the Christmas season providing suitability has been proved in line with the following document.

Doncaster Council have no objection to a programmed extension of displays over several years but each extension will require a separate XM1 application form submitting.

In order to maintain the structural integrity of existing lighting columns we require the applicants to conform to the following document. For each application the form XM1 will be required to be completed whether a new installation or extension proposal. Doncaster Council will not proceed to process any request without the XM1 and application fee being paid.

## 1. Motif Installer

- 1.1. An electrical contractor, approved by DONCASTER COUNCIL for working on Highways and on DONCASTER COUNCIL electrical equipment, should be appointed to install the motifs.
- 1.2. **The Contractor** shall apply for permission to place a Crane or other Apparatus over the highway through a Section 178 agreement of the Highway Act Form on page 11 of this document. Doncaster Council currently waive the right to charge for this license if the contractor is appointed by a Parish/Town council or community group.
- 1.3. The contractor shall have CHAS accreditation for Health & Safety purposes and also Chapter 8 Street Works Act, Powered Access and BS 7671 IEE Electrical Regulations training. The applicant shall ensure they have copies of these and any relevant insurance documents prior to appointment.
- 1.4. All operatives working on installing/maintaining the scheme will be qualified & certified to the G39 Working in the vicinity of DNO / IDNO equipment. Applicant to provide details of this each year
- 1.5. Maintenance and insuring/indemnifying of the display will be the responsibility of the applicant Indemnifying insurance should be at a minimum of £5 Million. The applicant shall have copies of these prior to installation commencing.
- 1.6. Commissioning & de-commissioning of the festive display should not compromise the street lighting, the applicant will be directly responsible for any lighting failures caused by faulty displays & removal of control fuses. Doncaster council operates a central management system and therefore any failures reported linked to the installation dates shall incur a charge.

- 1.7. Out of hours, the applicant shall provide Doncaster Council an emergency contact for their equipment. In the event of Christmas displays failure, that requires a response by Doncaster Council, the applicant will reimburse Doncaster Council with any costs incurred.
- 1.8. Under no circumstance must the column be drilled or fixed to other than using approved banded fixings, any damage to the column will result in a replacement being fitted at the applicant's expense. Christmas motif installers require Public Liability Insurance to a value of at least £10 million on appointment and Professional indemnity insurance of minimum £5 Million. A copy of these insurances to be provided each year by the applicant.
- 1.9. Doncaster Council requires installers to indemnify against any unlimited liability, with a minimum Professional indemnity insurance of £5 Million which may arise because of the installation. Copy of the valid insurance certificate to be provided each year by the applicant.
- 1.10. All Installations must be de-energized on by the 10th of January of any display year (Motifs Unlit)
- 1.11. All Christmas motifs MUST be removed from the column infrastructure by 21st January of any display year.

## **2. Motifs**

- 2.1. Concrete Columns are not permitted for Motifs, Columns which have infrastructure installed prior to 2021 may be allowed to utilise braided wrap displays on concrete columns provided condition is assessed prior to install. No new installs of Braided wraps on concrete columns will be permitted after 2021.
- 2.2. Catenary Wires, Festoon or Bungee may not be strung from column to column or column to structure or tree. This could be permitted but only if specifically designed column is installed and approved by the council's structural engineer. The cost of the column replacement and associated works will be the applicants responsibility.

- 2.3. No motif may be installed on a column with sheet steel extension bracket. This limits the mounting height, clearance and size of the motifs.
- 2.4. DONCASTER COUNCIL must approve the weighting, windage and location of each motif.
- 2.5. Each Christmas motif must be electrically tested, and a certificate produced prior to its installation.
- 2.6. The electrical loading of any one installed motif should not exceed 5A rating.
- 2.7. All Christmas motifs, controls and supporting equipment should have an ingress rating of at least IP66

### **3. Tree Lighting**

- 3.1. For installation to trees on Council land, Doncaster Council's Tree & Woodlands Team must give prior approval. All enquiries must be made via Scene.Street@doncaster.gov.uk or by phone on 01302 736000 and will be subject to an inspection fee of £52.99 per hour and part thereafter (subject to increase by RPI annually).
- 3.2. All Lighting in trees shall be safety electrical low voltage (SELV) rated (24vac) units with safety isolating transformer.
- 3.3. No Catenary shall be connected from any street lighting infrastructure to supplied lighting unless approved by Doncaster council in agreement with the councils appointed structural engineers report. Infrastructure requires to be fed from ground sources which must comply with the National Joint Utilities Group Ltd (2007) Volume 4: Street Works UK Guidelines for The Planning, Installation And Maintenance Of Utility Apparatus In Proximity To Trees (Issue 2),
- 3.4. Lighting should be wrapped around stems and branches to allow for tree growth and be inspected yearly by the Applicant's approved Contractor to ascertain if the lighting needs re-fitting to allow for growth. Under no circumstance must lights be secured to any part of a tree using anything other than approved banded fixings.
- 3.5. Council trees are inspected and maintained proactively. It will be the responsibility of the Applicant to complete any work at their own cost to the lighting identified by

the Council or to remove any lighting necessary to allow the Council to undertake tree maintenance work in accordance with the timescales specified by the Council.

#### **4. Infrastructure**

The cost to adapt the existing column to accommodate a Christmas lighting supply would be dependent on a survey of the existing electrical equipment. Doncaster Council will only maintain the infrastructure once the applicant accepts the quotation for the installation and conforms to the requirements set out below. At the point of application an XM1 application form should be received with full details of the request, there will be a £300.00 charge to cover inspection surveys. Once the application is approved and the applicant proceeds, the £300.00 will be deducted from the incurred installation costs.

The infrastructure required is set out as follows:

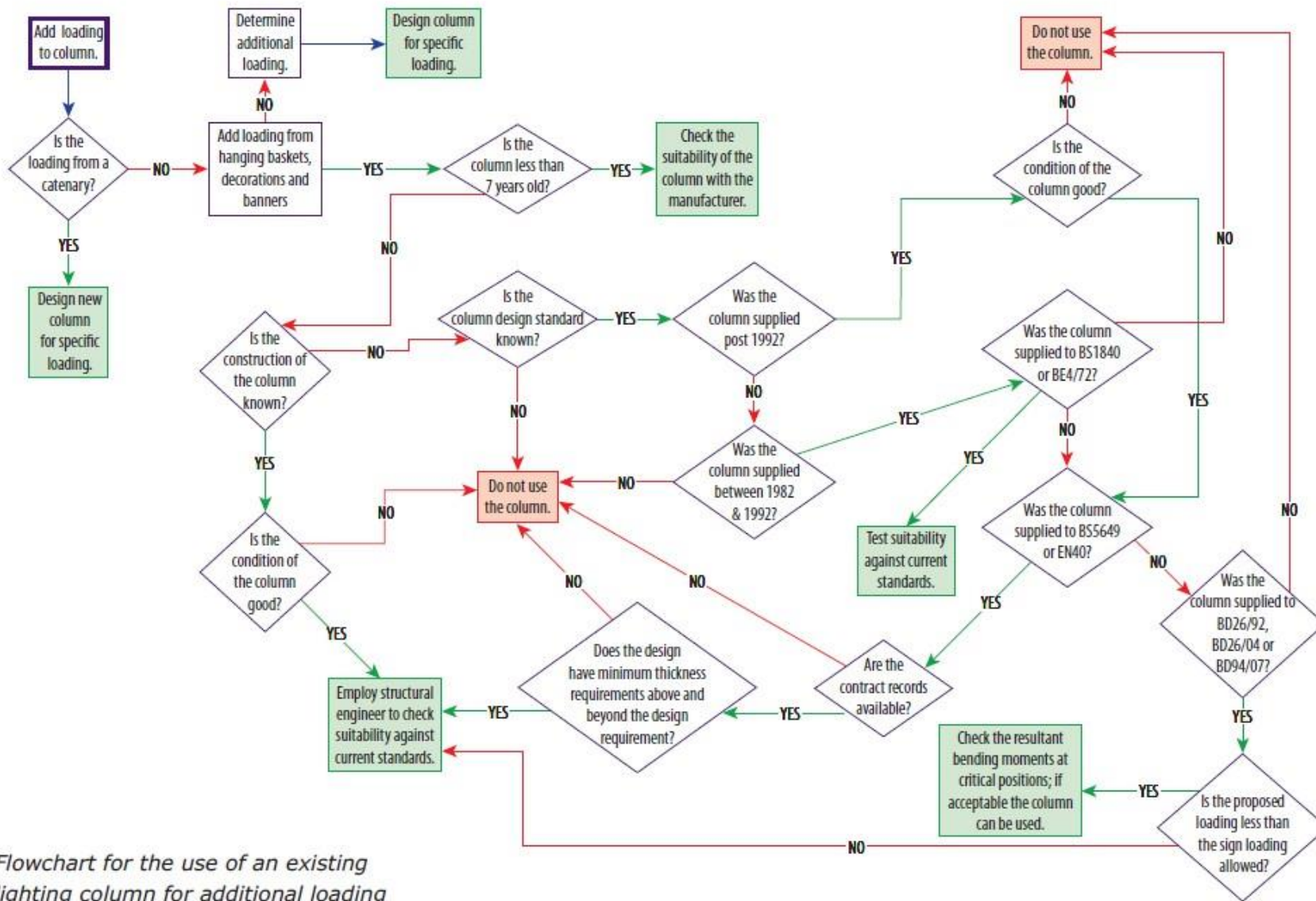
Doncaster Council will supply a 16A commando socket fed via a timeclock, RCD protection & suitable 6A fused supply at each point. The council will maintain this infrastructure provided the applicant complies with the requirements of BS7671 IEE Regulations, to periodically inspect & test the installed infrastructure every 6 years. The periodic inspections shall be charged for in advance of works commencing. Failure to comply with this testing regime shall result in Doncaster council disconnecting the services and the permissions for installation of displays being revoked. The applicant will be responsible for the costs of disconnection.

The system must be left in a satisfactory state following the previous year's de-commissioning. The timeclock must remain energized at all times to prevent the electronics failing in inclement weather conditions. Any timeclock that fails, due to being de-energized, will be replaced and the applicant charged for the repair and parts.

All XM1 application forms must be submitted by the 1<sup>st</sup> June of any given year to allow for works to be processed in sufficient time. Applications after this time will not be considered and will need to be processed the following year. This date is critical to allow for any 3<sup>rd</sup> party connection works by the direct network operator to be programmed to avoid disappointment of no supply at switch on events.

## 5 Column Structural Integrity

- 5.1. Prior to consent for installation, the column requires Structural testing by a certified accredited independent testing company to ensure the streetlight can accommodate the additional windage and weight. Before any testing takes place, the Street Lighting Manager for Doncaster Highways must be informed by email to [streetAssetMaintenance@doncaster.gov.uk](mailto:streetAssetMaintenance@doncaster.gov.uk). Applications will only be considered if PLG 06 Installation & Maintenance of seasonal decorations & Column attachments & BS EN 40-5 Requirements for steel lighting columns conditions are met. Applications for installation on concrete columns will not be considered.
  
- 5.2. Doncaster council have access to structural testing services through a procured company, who are able to provide structural inspections to meet the requirements. Should the applicant be installing motifs to columns this will require structural testing by a procured company. The engineer from the Street Lighting Department will need a list of columns to provide a spreadsheet of details to be passed to the structural testing company. Once these tests have returned this information is then imported into our database and works can be actioned once the invoice has been paid. Additionally, under the requirements of PLG06 columns will need to be retested a maximum of 24 months. Some columns will only be given a 12month guarantee. Failure to comply with this testing regime will result in permissions for displays to be revoked and infrastructure disconnected by Doncaster council and the applicant billed for these disconnections.
  
- 5.3. PLG 06 structural inspection flow chart is provided for information in the supporting On Page 8 of this document to assess column suitability for attachments.



Flowchart for the use of an existing lighting column for additional loading



## 6 Energy

### HOW MUCH DOES THIS COST ANNUALLY?

The electricity supplied from lighting columns is not metered but calculated. The Applicant would be responsible for supplying the Northern Powergrid / Western Power distribution details of consumption and paying the electricity accounts for the festive displays

Details of how to apply for this supply can be found as per the following Northern Powergrid web link <https://www.northernpowergrid.com/asset/4/document/572.pdf> . Doncaster Council would expect to receive a copy of this yearly return for our Records.

Additionally templates and examples can be found at :

<https://www.doncaster.gov.uk/services/transport-streets-parking/apply-to-attach-seasonal-decorations-cctv-or-banners-on-streetlight-columns>

### In Summary

Although, we believe this policy to be as comprehensive as possible, we acknowledge It does not cover every situation and Highways Operations reserve the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its residents. Delivery of the policy is also dependent on adequate Resources.

The Street Lighting Central Management System Manager & Highways Electrical Duty Holder will review on a two-yearly cycle or at any statutory/approved practice, requirements change this Policy, on the date of formal approval of this document.

# Christmas Lighting Operational Policy

## Supporting Documents – Application Forms

### Additional Resources for information

1. [ADEPT - GUIDANCE ON THE INSTALLATION, OPERATION AND REMOVAL OF SEASONAL DECORATIONS](#)
2. [Institute Of Lighting professionals PLG06 Guidance on Installation of Seasonal Decorations & Column Attachments](#)



**Application/Permission to place Crane or other apparatus over the Highway**

**Highway Act Section 178**

Economy and Environment  
Highway Network Management  
Civic Office  
Waterdale  
DN1 3BU

Fax: 01302 735039

Festive Application on Behalf:  
\_\_\_\_\_

Contact Ian Crookes Tel 01302 735263

Name & Address of company/organization.....  
.....

Postcode..... Tel..... Fax.....

E-Mail.....

Name of person responsible for:  
Crane.....Tel.....

Description of works being carried out.....  
Location of site.....  
.....  
Post Code.....Tel.....

State what will be hanging over the Highway.....  
Start Date.....  
End date.....  
Public Liability Insurance Details.....  
.....

Signature of person applying for permit: .....  
Printed name of person applying for permit.....  
Date.....

Permit Approved signature (DMBC ONLY).....  
Date:..... Signed.....

**Additional conditions:**

The applicant is the person responsible for ensuring compliance with all the conditions associated with this permit. Please ensure that you read and understand all the conditions attached to the front and back of this permit. The section of the permit below must be retained and returned to the address above before any refund can be made.

Office Use Only

**A deposit of £ Nil is required .....**

**Permit refused (state reasons why).....**

**Site cleared date.....Inspectors**

**Report.....**

**Doncaster Council Highway Network Management  
Highway Act 1980 Section 178**

**Terms and Conditions for placing a mobile crane or other apparatus on the  
Highway**

1. The highway must be protected from jacks and stabilisers
2. Jacks and stabilisers must not be placed over drainage covers or other Statutory Undertakers apparatus
3. The crane/other apparatus must be banked at all times.
4. Care must be taken to avoid overhead wires and cables
5. Signing and Guarding must conform to Chapter 8
6. You must comply with all the instructions issues to you by the Traffic Management Officer
7. You will be liable for any costs incurred for Lane or Road Closures
8. You will be responsible for any damage to the highway, street furniture and statutory undertakers equipment and apparatus
9. You will be responsible for any damage to private properties or claims from personal injury
10. If in doubt contact the Traffic Management Officer or the Licensing and Enforcement officer immediately
11. You must indemnify the council against any personal injury claims or damage to the property. You must product Public Liability Insurance for 5 Million Pounds
12. An out of hour's telephone must be provided in the case of an emergency.

**Charges for Considering an application for overhangs on the Highway**

A charge of **£192** will be made to consider this application; if the application is successful, a license will be issued for the remainder of that month.

Additional months will be charged at **£62 – Fees Waived for applications for contractors appointed by local resident organisations such as Town, Parish councils although all terms and conditions still apply.**

**pp L Garrett**

**Head of Service Waste and Highways Infrastructure / Traffic Manager**



**Doncaster Council XM1 - Festive  
Attachment Application**



<b>Contact Name</b>			
<b>Contact Phone No:</b>		<b>Date Of Application</b>	
<b>Contact Email Address</b>		<b>Date Application Received</b>	
<b>Organisation</b>		<b>Application Fee Received Date</b>	
<b>Column Number</b>	<b>Road Name</b>	<b>Location</b>	<b>Town</b>





## Applicant Process Check List

1. Download festive application from Doncaster Council website complete XM1 application form (Page 14) with Location of requested display including column numbers – Pay Initial application fee of £300.00 to have proposal assessed.
2. Doncaster Council Assess application and advise of any known issues with columns chosen ahead of structural inspection.
3. On receiving initial approval, procure structural testing services to prove columns are capable of carrying the requested additional loads. (You will need details of the motif sizes and windage for this from your Installer).
4. Submit Structural testing documentation for review – If any tree lighting is required at this stage, it will be forwarded to the tree manager for inspection and approval of the suitability of the trees (additional fee payable)
5. On approval of Structural documentation, Doncaster Council will produce a bill for payment for infrastructure installation less the £300 application fee.
6. Applicant to apply for MPAN from Northern Powergrid or Western Power distribution (Doncaster Council shall advise which at application)
7. Doncaster Council will install Infrastructure.
8. Procure motif installer, who has the relevant certification and experience for installations. Installer to submit S178 license application for the installation works (Page 11)
9. Installer to apply for any TM requirements
10. Installer to install motifs
11. After Christmas Installer to disconnect and remove any infrastructure by 21<sup>st</sup> January of any given year – Installer MUST not de-energize the circuits to lose supply to timeclocks
12. Installer to supply energy usage to applicant by 30<sup>th</sup> January of any given year.
13. Applicant to submit energy usage inventory to NPG/WPD and supply Doncaster a copy for records