

Annex 1 - Protocol for Reversal of Part Night Lighting (January 2019)

Stage 1 – Request

- 1.1 Requests shall be made by email to streetlighting@lincolnshire.gov.uk and copied to the local County Councillor. Requests shall only be considered direct from Parish Councils or, where there is no Parish Council, the equivalent precept-issuing authority.
- 1.2 Requests received from any other source will be returned to the requester, who will be directed to the Parish Council or equivalent precept-issuing authority.
- 1.3 Requests shall only be considered for reversal of part-night lighting for all lights on the complete length of any named street.
- 1.4 Requests shall be accompanied by:
 - A plan (map) showing the location and number of part-night lights to which the request applies (NB this shall be for all lights on the complete length of any named street)
 - A list of the column numbers on the complete length of the named street(s)
 - A clear statement as to whether the reversal is requested to be done:
 - as part of LCC's routine maintenance programme (published on the County Council's website), in which case a complete and correct request must be received at least three months in advance of the programmed routine maintenance
 - or outside the routine maintenance programme, in which case a complete and correct request must be received with at least eight weeks' notice to the preferred completion date of works (NB see below regarding cost implications)
 - A statement that the requesting authority:
 - has taken into account the views of all residents, businesses etc. affected by the request
 - will respond to all future enquiries in relation to the reversal
 - has funding in place and available for the reversal
 - An Equality Impact Assessment, demonstrating that the request has taken into consideration the impact on persons with protected characteristics under the Equality Act 2010

Stage 2 – Validation and Consideration of Request

- 2.1 The Street Lighting team will validate that the request is complete with all correct accompaniments, from the appropriate authority, meets the requirements of this Protocol and in particular paragraph 1.3 and evidences appropriate consideration of the impacts on people with a protected characteristics.
- 2.2 Where the request is complete and meets the requirements of paragraph 2.1 above , the Street Lighting team will consider whether the required notice periods have been met by the requester:
- At least three months in advance of routine maintenance or
 - At least eight weeks for reversals requested to be done outside of routine maintenance
- 2.3 Where the request is not complete or does not meet any of the requirements of paragraph 2.1 above, or where the notice periods have not been met, then the request will be returned to the requester, highlighting where it is deficient, and copied to the local County Councillor. Otherwise the request will proceed to implementation, subject to paragraph 3.4.

Stage 3 – Costs and Payment

- 3.1 The one-off cost per light for reversal as part of routine maintenance is £150, irrespective of the existing equipment in place.
- 3.2 The one-off cost per light for reversal outside of routine maintenance is £300, irrespective of the existing equipment in place.
- 3.3 The requesting authority will be invoiced by the County Council with sufficient time for the payment to be made in advance of the reversal taking place.
- 3.4 Where payment is not received in advance of the reversal taking place, the reversal may be cancelled and the requesting authority additionally invoiced for any abortive costs.

Stage 4 – Implementation

- 4.1 The Street Lighting team will place an order through its term maintenance contractor to either:
- Include the reversal as part of the routine maintenance programme
 - Carry out the reversal outside of routine maintenance, as additional work outside of normal workload, so as not to interrupt the routine maintenance programme
- 4.2 On completion of the reversal, the requesting authority will be notified by the Street Lighting team.