

Annex 4 – Protocol for Removal of Switch Offs

(January 2019)

This protocol is concerned with sections of street lighting which have been switched off for over 12 months in line with hierarchy defined in section 2.1 A of the Street Lighting Policy.

The removal of 'tail end' lights (i.e.: a small number of lights switched at the end or beginning of a larger section of lighting which did not merit initial contact with Parish) will be undertaken separately outside of this protocol.

Stage 1 – Analysis

- 1.1 Accident information requested from LRSP for post switch off period.
 - Comparison of post and pre switch off accident data
- 1.2 Examine other relevant Information received during post switch off period
 - Communications or incidents regarding the section of lighting post switch off should have been filed within the relevant switch off Folder on IMP.
Interrogation of the folder.

If no increases in accident data during night time hours from LRSP data or any other incident meriting further examination – move onto Stage 2.

Stage 2 – Survey

- 2.1 Survey of lighting to identify electrical supply details and consequence of removal on electrical wiring system for the remaining lighting.
- 2.2 Survey of illuminated and non-illuminated signage within and adjacent to the section of lighting to be removed.
 - Signs and lines specialist to advise on 2.2
- 2.3 Speed Limit Review – implication of removal of a section of lighting on the speed limit signing requirements
 - Signs and lines specialist to advise on 2.3

Stage 3 – Decision

3.1 Decision on removal of section of lighting to be discussed and recorded on pro forma.

- Decision to examine cost implications of removal and impact on the Network.

If decision is taken to remove the section of lighting – move onto Stage 4

Stage 4 – Communication

4.1 Initial pre switch off correspondence with third parties to be examined. Communication with third parties regarding the removal of the lighting to be limited to:

- Informing third parties that the decision has been taken to remove the lighting and providing approximate programme.
- Addressing any relevant comments/issues raised in the initial pre switch off correspondence which have not previously been addressed.

Stage 5 – Implementation

5.1 LCC Street Lighting team issue an order through the term maintenance contractor for the lighting to be removed.

5.2 Upon removal the assets are removed from the street lighting asset management inventory.