

Annex 5 – Attachments to Street Lighting Assets

1. Introduction

- 1.1. Requests for the installation of items such as festive decorations, communications/ public address equipment, public art installations and flower baskets are received regularly. In the interest of safety and efficiency and to defend against the possibility of compensation claims made against the authority such installations need to be regulated and licenced. Attachments may be temporary, seasonal or permanent.
- 1.2. This Policy Annex details the procedure for dealing with applications for the installation of such attachments, which if successful will result in the issue of a licence agreement

2. Definitions

- 2.1. **Asset:** An item of street furniture owned by the Highway Authority.
- 2.2. **Organisation:** A responsible body that operates in perpetuity. Such organisations are Parish/District/Town/City/Borough/Parochial Church Councils, Public Utility Companies and Registered Charities.
- 2.3. **Insurance:** Contract for securing compensation for loss, damage or injury on payment of a pre-determined premium.
- 2.4. **Indemnity:** Security against damage or loss; exemption from penalty or compensation for damage.
- 2.5. **Applicant:** The organisation that applies for consent.
- 2.6. **The Officer:** The responsible local government officer or agent representing the Highway Authority.
- 2.7. **Highway Authority:** Lincolnshire County Council in their capacity under the Highways Act 1980.
- 2.8. **Attachment:** Items that may be erected or installed on a temporary, seasonal or permanent basis on any highway asset.
- 2.9. **Licensee:** The Applicant having been granted privileges by licence.
- 2.10. **Electrical Connection:** where power is required for an attachment to operate (not from a battery).

3. Scope

- 3.1. The content of this Policy Annex should be applied where an attachment has to be considered in conjunction with street lighting; regardless of whether the attachment requires connection to an existing power supply.
- 3.2. This Policy Annex is not intended to cover apparatus and plant under the ownership of statutory undertakers or independent services providers for which there are separate provisions.
- 3.3. This Policy Annex is intended to supplement Highway Guidance with regards to the Erection of Structures in the Highway, and not amend or replace it.
- 3.4. This Policy Annex does not cover:-
 - the attachment of posters for the purposes of parliamentary and local government elections, nor does it cover the practice of local authority publicity, for which a national [Code of Practice](#) exists.
 - the attachment of event directional signage, or event promotion notices; for which there is separate [LCC event signage guidance](#),
 - Advertisements; for which there is national [Town and Country \(Control of Advertisements\) legislation](#).

4. General

- 4.1. Where applications are received for Attachments the Highway Authority may grant a licence in accordance with Section 178 of the Highways Act.
- 4.2. Permission shall not be granted in any of the following circumstances:
 - Attachments erected or installed without the prior consent of the Highway Authority.
 - Attachments to concrete or cast iron street lighting columns; however the attachment of flower arrangements to heritage style street lighting assets in conservation/heritage areas may be considered.
 - Attachments to Aluminium columns shall be limited to Lightweight Police Cameras and Local Authority signs of 0.16m² max only, no other attachments will be permitted
 - Attachments to Highways Structures which cause a potential hazard to pedestrians or road users or a potential threat to the integrity or safety of the structure.
 - Attachments that adversely affect light output or create distracting shadows.
 - Dog waste bins to any street lighting furniture.
 - Requests for EV Charging Points without prior agreement and verification against prevailing Lincolnshire County Council EV Charging Policy/Strategy. Contact LTP@lincolnshire.gov.uk

- Where the Attachment relates to or is part of any form of advertising (see item 3.4 (above)).
- Attachments that obstruct or distract from a traffic signal or highway sign.
- Attachments on traffic signal poles or equipment, other than regulatory signs or signs erected by the Lincolnshire Road Safety Partnership advising on the use of controlled pedestrian crossings.
- The attachment of publicly accessible defibrillator units to LCC Street Lighting Assets will be considered only when all possible locations of parish/district owned building/land have been exhausted. If these units are erected in the highway the preference is for them to be installed on a standalone post with any agreement to provide a power supply directly obtained from the energy provider (WPD/NPD) by the parish council. The installation will need to be licensed in the Highway by LCC Local Highways Team. LCC Street Lighting should be made aware of the installation only, this provides them with the opportunity to apply any exemptions to part-night lighting (i.e., convert adjacent part-night lamps to full night operation). It also provides the option to add the installation to the Confirm Asset Inventory and record contact details, this helps to direct enquiries regarding the installation to the parish council for future maintenance and fault reporting purposes.

4.3. Lincolnshire County Council reserves the right to request a licenced attachment is moved by the applicant should that attachment be deemed to be causing an obstruction in the highway; either to visibility or to highway signage intended to enforce the safe movement of traffic. If an obstruction fails to be moved to an alternative location the licence may be revoked, or not renewed.

5. Preliminary Enquiry

- 5.1. The Applicant shall submit a written request to the Highway Authority seeking permission to install Attachments giving at least ten weeks' notice before the proposed erection date to allow sufficient time for the enquiry to be assessed.
- 5.2. Applicant to provide as much detail as possible of equipment to be attached - including design/appearance, weight and windage area, location details and whether they require electrical connection
- 5.3. The preliminary enquiry will be assessed by an Officer who will advise on refusal or progression to the Application stage. If progression, the applicant will be sent the relevant application form.
- 5.4. It should be noted that requests for an electrical connection will be processed differently to requests for attachments. The process for electrical connections may be more onerous and is likely to result in design/inspection input from LCC Street Lighting Officers; in these circumstances a higher application fee and design fees will be quoted.

5.5. Lincolnshire County Council supports parish and town councils which participate in 'In Bloom' and/or 'Best Kept Village' Competitions and as such the application fee for attachments is waived for the attachment of flower baskets which adhere to the following criteria:-

- Baskets shall be Wrap Round Style
- Wind Area of the planter must generally not exceed 0.30m²
- Products designed specifically for attachment to street lighting columns with water reservoir capacity no greater than 5 litres and compost capacity no greater than 10 litres are deemed to be suitable for attachment as a single sided and/or back to back assembly.

Attachments which fall beyond this criteria will be considered under the attachments application process but will be subject to the standard application fee for attachments; LCC also reserve the right to ask for an independent non-destructive test of the column to be commissioned by the applicant.

6. Application

6.1. Applications will generally be considered under two separate processes: -

a) Applications for attachments.

Will be assessed for suitability; a licence will be issued where applicable and where no concerns are raised.

Locations regarded as unsuitable will be refused with reasons for refusal provided.

In general, attachments with a wind loading of less than 0.30m² will not require an independent non-destructive test certificate; however, LCC Street Lighting Team reserves the right to ask that such a test is carried out.

A non-refundable charge of £30 per attachment/location will be required to cover administration of *initial* applications. Should a location be refused, in many cases an alternative location will be provided/negotiated.

There will be no application fee for subsequent and repeat applications *providing* equipment and locations licenced in the original agreement:-

- remain the same,
- evidence is supplied by the applicant to prove there have been no new attachments to the street lighting asset; applicants will need to provide recent (dated) photographic images of each street lighting column.
- there have been no changes to the lighting column
- if necessary, existing non-destructive test certificates remain valid;

b) Applications for electrical connection.

Will be assessed for suitability; a licence will be issued where applicable and where no concerns are raised.

Locations regarded as unsuitable will be refused with reasons for refusal provided.

A non-refundable charge of £200 per location will be required to cover initial administration of all electrical connection applications. Should a location be refused on the grounds that the requested lighting column is deemed unsuitable for the addition of an electrical connection, in many cases an alternative location or alternatively a feeder pillar location will be identified/ negotiated.

Note that all applications for the addition of an electrical supply to an existing street lighting asset will require a site visit assessment from a Street Lighting Officer, which justifies a higher application charge.

The Applicant will be liable for any additional time deemed necessary by the Officer following the initial assessment, including supervision and post-installation inspection. This may include additional site visits particularly if equipment specification changes if an alternative location is required or if remedial works are necessary. In this case an Officer will provide a quotation of the expected additional cost and will require written acceptance from the Applicant that they will meet these costs prior to continuing with the application. Applicants will be invoiced on receipt of receiving written acceptance of the quotation; a purchase order is preferable.

Should it appear that further work is required over and above the quoted cost the Officer shall notify the Applicant; and include the reason for the increase. Written acceptance from the Applicant that they will meet these costs is required prior to undertaking further work. Applicants will be invoiced on receipt of receiving written acceptance of the quotation for additional costs; a purchase order is preferable.

An electrical connection is deemed permanent unless any equipment requires removal; therefore the electrical connection process is not usually subject to subsequent or repeat applications. Should an applicant decide they no longer wish to have an electrical connection, or wish to move equipment directly associated with the electrical connection, they must contact LCC Street Lighting. LCC Street Lighting reserve the right to seek recompense for repairs or damage sustained to LCC Street Lighting assets as a result of attachments/equipment/ electrical installation works.

Electrical connection via an existing Lincolnshire County Council Street Lighting Asset, or agreement to install a new feeder pillar does not include for payment of energy consumed. The applicant must contact the energy provider to declare the equipment and enter into a separate agreement for payment of energy. LCC requires evidence that such an agreement is in place in advance of the connection being made.

- 6.2. During the application process and prior to a license being granted for an attachment and/or an electrical connection the Applicant may be required to provide all or some of

the following information upon request (the extent of information will be clarified during initial application stages): -

- An Independent Structural Report undertaken by a specialised non-destructive testing company. This report must detail the suitability of the Highway Asset for the proposed attachment and provide the proposed re-test period after which the Applicant will be liable to have the test repeated if the Attachment is still in place. This requirement is normally valid for equipment with a wind loading exceeding 0.30m² although officers reserve the right to ask for such testing on all attachments where suitability of the street light is of concern.
- Note: - Lincolnshire Street Lighting Team cannot carry out structural testing but can provide details of suitable testing companies upon request.
- Name and address of proposed contractor(s) who will carry out electrical connection and/or attachment works; evidence required of specialist competence (HAUC/CSCS/HEMSA/G39) and RAMS (Risk Assessments/Method Statements) to cover the work involved. The Contractor must be approved to work on the Highway and/or work on Highway Power Supplies where electrical attachment is required.
- Details of electrical attachment requirements, where applicable, including proof of an arrangement between the Applicant and their Electricity Supplier to pay for the electrical energy used.
- Likely Hours of operation
- Emergency contact details (for both the contractor and applicant)
- Installation and removal dates including proposed Traffic Management arrangements and, where necessary, evidence of road space booking etc.
- Details of proposed fixings.

7. Electrical Connections

7.1. It should be noted that for technical reasons, it is not always possible to provide new electrical supplies from existing powered equipment. This may only become apparent following a site visit and internal inspection; hence the reason for a higher application fee for applications requiring electrical connection.

7.2. Applicants should never assume that an existing lighting column or street lighting asset is suitable for an attachment. Early contact with Lincolnshire Street Lighting Team is advised so that officers can accommodate the request around existing work programmes.

Note: Only one electrical attachment shall be permitted per column. Multiple electrical attachments are not permitted. Any attached Authority lit sign will be classed as one attachment

7.3. In cases where an existing Lighting Column or Street Lighting Asset is deemed unsuitable for attachment by Lincolnshire County Council Street Lighting Team this decision is final.

It is usually possible for an alternative solution to be negotiated; either using an alternative street lighting asset or by suggesting the use of a feeder pillar.

- 7.4. The Applicant will be responsible for arrangements with the Electricity Network Operator for electricity supplies and the payment of connection charges and use of electrical energy, and other services.
- 7.5. Subject to the above, and a successful Application, electricity supplies for attachments to the Street Lighting furniture shall be permitted upon installation of the correct internal wiring termination arrangement as requested by the Officer, this will be subject to inspection; hence the reason for a higher application fee for applications requiring electrical connection.

Note: Supplies for electrical attachments shall be protected by an integrated RCBO or RCD/Fuse arrangement at the supply origin which is solely dedicated to the attachment.

- 7.6. The licensee shall provide the Authority with a copy of an electrical test certificate for each attachment to street lighting furniture which has resulted in an internal electrical supply being installed. This must certify that the installation has been tested and meets the requirements of BS7671 (The Requirements for Electrical Installations). LCC Street Lighting cannot carry out this test, but can provide details of companies which are able to carry out the test and supply the necessary certification.
- 7.7. In general, electricity supplies which are required for equipment which will not be attached to Street Lighting furniture are not covered in this document. Supplies for such equipment requested by third parties shall normally not be provided from Street Lighting furniture. In these cases Applicants should plan to install a permanent supply in a purpose made feeder pillar that will be maintained by the licensee. Agreements on location, specification and payment of energy costs should be sought outside of this document.
- 7.8. The Highway Authority has a duty to disconnect and/or remove hazardous installations and recharge costs involved, from the applicant, including emergency call out charges if this is applicable.

8. Attachment of commercial communication equipment

- 8.1. Requests for the attachment of commercial comms equipment will be considered subject to the following conditions:
 - Applications will be treated on a first come, first served basis. Secondary applications for the same lighting column will not be considered.
 - The Highway Authority will not be held liable for any claims regarding loss of service or the like, however caused. This could include, but not be limited to loss of electricity supply, knockdown or removal of the supporting street furniture for any reason whatsoever.

- An appropriate public benefit must be gained from the installation for the duration of the licence for the application to be considered; this must be evidenced by the applicant.

9. The Licence

- 9.1. The Highway Authority and the Applicant will have entered into a licence agreement for the attachment upon exchange of licences that have been signed by an authorised signatory within each organisation.
- 9.2. The consent given by this licence is for the purpose of compliance with Section 178 of the Highways Act and does not exempt the applicant from obtaining any further consents or permission.
- 9.3. A licence for a temporary installation shall be for a specific period of time, not open ended or allowed to “roll over” into future seasons and shall be for three months as a maximum. Refer to section 6.1 for application costs associated with repeat applications.
- 9.4. The benefit of the licence is not transferable.
- 9.5. In granting a licence the Authority does not warrant that the attachment can be physically or legally achieved or that planning, building or any other regulations are satisfied.

10. Insurance and Indemnities

- 10.1. Before the Authority grants licensed privileges the Applicant shall provide evidence of insurance and indemnity.
- 10.2. Licence conditions shall include for the Applicant to provide public liability insurance cover for a minimum £5 million for any one event.
- 10.3. The licensee shall indemnify the County Council and its employees against all losses actions, proceedings, claims, costs, damages or other liability (including for death or personal injury) that arise from the installation, erection, presence, maintenance and removal of the Attachment and for the correction of any latent defects that arise as a result of the attachment.
- 10.4. For licences exceeding 12 months the onus to renew annual insurances, indemnity, renew Independent Structural Report(s) and adhere to arrangements by The Electricity Network Operator/Provider falls to the applicant. The applicant may be requested to submit documents for inspection at any time; if not forthcoming the applicant will be requested in writing to remove the attachment(s) and/or electrical connection. If the applicant is not compliant the licence agreement will be ended/revoked, and equipment will be removed by the Highway Authority with costs incurred reclaimed from the applicant.

11. Termination

11.1. The licence agreement may be ended when:

- The Authority gives reasonable notice to the Licensee.
- The licensee gives notice to the Authority.
- The licence period of time has elapsed.

11.2. The Authority reserves their powers granted under the Highways Act 1980 to have attachments that become hazardous or become the cause of an obstruction of the highway removed at the licensee's cost.

11.3. If the attachment becomes an obstruction to future maintenance or replacement of the asset, the Authority may give the licensee three months written notice to remove the attachment at the licensee's cost. It may not always be possible for the attachment to be reattached to the new asset, in which case the applicant will be advised of the reason why and they must submit an application for an alternative location to be considered.

11.4. Upon termination, the licensee shall remove from the highway and restore highway property to the satisfaction of the Highway Authority at the licensee's cost. If the licensee does not undertake the satisfactory removal of the attachment and restoration of highway property, the Highway Authority may carry this out and recharge the cost to the licensee.

12. Unauthorised Equipment

12.1. The Authority reserves the right to remove and dispose of any un-licensed attachments and recharge the costs involved; including emergency call out changes.

12.2. LCC Lighting Columns or Street Lighting Assets will not be used for mounting private CCTV equipment, or equipment used for monitoring activity off the highway.

13. Exemptions applying to attachments to lighting columns

13.1. Neighbourhood watch signs, temporary event and housing development signs need not be licensed, however contractors involved in this type of work are requested to ensure that when fixing such signs mounting heights indicated in [LCC Standard Detail for Highway Works](#) are adhered to and the Street Lighting Asset Unique Post Number is not obscured and an excessive number of signs is not added to a single street lighting asset.

13.2. Road signs under the ownership and maintenance of the Highway Authority need not be licensed.

14. Useful Reference Document

14.1. [The Electricity at Work Regulations 1989, Statutory Instrument 1989/635](#)

14.2. [Safety at Street Works and Road Works – A code of Practice](#)

14.3. [BS7671: Requirements for Electrical Installations.](#)

14.4. [The Highways Act 1980](#)

14.5. [The New Roads and Street Works Act 1991](#)

14.6. [Lincolnshire Permit Scheme](#)

Where possible hyperlinks have been provided to current forms of legislation and will be reviewed routinely; however it is up to the applicant to ensure all documentation is current before using it.