



Highways, Transportation and Waste

Street Lighting Team
Ashford Highway Depot
Henwood Industrial Estate
Javelin Way
Ashford
TN24 8AD
Direct Dial: 03000 418181

Dear Sir / Madam

Attachments to Illuminated Street Furniture on the Highway and other ancillary works

I refer to your request for information on the above. Please note that there are two types of applications within this pack:

- A) **Non-electrical** This is for all external attachments and works only and should be used for flags, banners, hanging baskets, painting, signage etc
- B) **Electrical** This is for any works that will require access internally to the column and to the electrical supply and should be used for festive lighting, cameras, ANPR etc

A licence permit must be obtained from Kent County Council to permit the placing of an attachment to County-owned streetlights. Attachments or works can include:

- Signs
- Cameras
- Festive lighting
- Aerials
- Timetables
- Hanging baskets
- Flags & banners
- Painting
- CCTV cameras
- Use of power for attachments

Enclosed are:

- A copy of the Conditions of Licence relating to the activities.
- Application forms for a licence. **Please complete and return to the above address or e-mail to sharon.robbins@kent.gov.uk**

Please ensure that you have completed the application form and read and understood the "Conditions of Licence".

Whilst we will try to accommodate the majority of requests, there are certain applications we will **not** approve. These include:

- Any attachments to concrete columns and some ornate columns
- Any attachments where there is already an existing sign in place
- Any catenary (overhead) lighting
- Wall bracket lights
- Waste receptacles
- Mirrors
- Advertising on the highway, ie shop signage, any signage with Company details on it

Kent County Council (KCC) has the right to immediately remove all unapproved attachments or request that this be done within a specified timescale by the customer nominated contractor.

Charges are included within this pack. The pack must be completed by yourselves and NOT your nominated contractor, as they are not our customer, and we will only deal with requests from yourselves.

We would remind you that Permits are granted for a year only and must be re-applied for once the year has passed without exception. Whilst we aim to process each application within 28 working days of receipt some investigations may be more in depth and require extra time, so we would suggest that applications are placed at least six weeks before the required installation date, it is also suggested that any applications for Festive Lighting be given at least six weeks. Upon completion of these investigations we will reply to you with our decision and a countersigned application will be sent to you as proof of authorisation. Once this has been done works can commence.

No work is to commence on site until all information has been submitted to The Highway Authority and, once investigations have been completed, an Annual licence issued.

Useful Telephone numbers:

- Kent County Council 03000 418181
- UK Power Networks un-metered supplies (South East) 01293 657955
- UMSO@ukpowernetworks.co.uk
- They will require information from you for the lights, i.e.:
 - On/Off dates
 - On/Off times
 - Amount of lights & individual wattagesYour Nominated supplier

Attachment to Street Lighting Permit Charges

These charges are based around investigations which are carried out by the Street Lighting Area Engineer and Technician; this will include looking at structural reports as well as undertaking site visits. Should we require extra testing, such as load testing in respect of Festive Lighting and Hanging Baskets, you will be advised separately, and quotations will be provided to you for these costs.

Initial charge	£	102.00
Repeat applications	£	29.00

The above charges are in respect of single applications, which are granted for a year, repeat applications which do not involve any changes ie Street Lighting columns remain the same as previous years permits will be charged at a lower rate and will include the Administration charge of £29.00 only.

The charges made are not a guarantee that an application will be authorised, they are made to cover investigations carried out by both Technicians and Engineers within the Street Lighting Department.

Yours faithfully

Sharon Robbins
Street Lighting Technician
Street Lighting Team
Kent County Council
Highways, Transportation and Waste
Ashford Highway Depot
Javelin Way, Henwood Industrial Estate
Ashford
Kent TN24 8AD

For and on behalf of Kent County Council, Highways and Transportation

Conditions of Licence to: “Attachments to Illuminated Street Furniture on the Highway”

The table below shows some attachment types and possible examples:

Attachment	Examples include
Signs	<ul style="list-style-type: none"> ▪ Neighbourhood watch signs ▪ Additional traffic signs ▪ Development route signage ▪ Event signs (temporary, sponsored etc)
Cameras	<ul style="list-style-type: none"> ▪ CCTV camera installations (temporary or permanent) ▪ Police Automatic Number Plate Reader (ANPR) camera systems ▪ Traffic survey cameras (temporary)
Decorations	<ul style="list-style-type: none"> ▪ Festive lighting ▪ Flags/banners ▪ Hanging baskets
Aerials	<ul style="list-style-type: none"> ▪ Telecommunications aerials
Timetables	<ul style="list-style-type: none"> ▪ Bus timetables and Bus stop flags
Painting	<ul style="list-style-type: none"> ▪ Painting of streetlighting columns and street furniture

Please note that any Banner/Cables/Decorative Lighting or Bunting that will be suspended across the Highway are not covered in this licence and will be subject to the application of a separate licence from the KCC Roadwork’s and Enforcement Team.

The conditions below apply as directed.

Condition	Electrical attachments	Non-Electrical attachments
Certifications	<ul style="list-style-type: none"> ▪ Public Liability Insurance Certificate MUST be provided with all permit applications ▪ Photographs/Diagrams should be provided for all attachments, whether electrical or non-electrical, along with dimensions and weight ▪ Nominated Electrical Contractors shall hold current Safe isolation & Working in the Vicinity of DNO/IDNO Equipment including G39 	<ul style="list-style-type: none"> ▪ Public Liability Insurance Certificate MUST be provided with all permit applications ▪ Photographs/Diagrams should be provided for all attachments, whether electrical or non-electrical, along with dimensions and weight ▪ Nominated Electrical Contractors shall hold current Safe isolation & Working in the Vicinity of DNO/IDNO Equipment including G39 Certificate.

	<p>Certificate.</p> <ul style="list-style-type: none"> An electrical test certificate for the work is <u>to be submitted to KCC on completion of installation.</u> 	
Accreditation	<ul style="list-style-type: none"> The installation will conform to the Code of Practice for the Installation, Operation and Removal of Seasonal Decorations (second edition) published by the Institution of Lighting Professionals. Nominated Contractors working on the Highway must be accredited in accordance with the New Roads and Street Works Act. Details to be submitted with application. 	<ul style="list-style-type: none"> Nominated Contractors working on the Highway must be accredited in accordance with the New Roads and Street Works Act. Details to be submitted with application.
General	<ul style="list-style-type: none"> All attachments that are electrical must be fitted a minimum of 3.0 m above ground level. The attachment shall not be installed as to obscure the identification reference on the post/column nor impede access to the door of the post/column for maintenance purposes. Attachments shall only be permitted in an area where they are not likely to detract from Road Traffic Signs and away from junctions and roundabouts. Kent County Council has the right to remove any attachments fitted if operational circumstances dictate. Any attachments found to have been placed outside the agreed parameters will be removed and costs charged accordingly. 	<ul style="list-style-type: none"> All attachments that are non-electrical must be fitted a minimum of 2.1 m from ground level. The attachment shall not be installed as to obscure the identification reference on the post/column nor impede access to the door of the post/column for maintenance purposes. Attachments shall only be permitted in an area where they are not likely to detract from Road Traffic Signs and away from junctions and roundabouts. Kent County Council has the right to remove any attachments fitted if operational circumstances dictate. Any attachments found to have been placed outside the agreed parameters will be removed and costs charged accordingly. Attachments that require water – i.e. hanging baskets, must be able to be watered without ingress of water into

	<ul style="list-style-type: none"> ▪ The applicant is wholly responsible for any damage or injury that in any way related to the attachment including damage to the column. ▪ The applicant remains responsible for equipment belonging to them for the duration and informs KCC if any maintenance work required is to be carried out. ▪ Should any emergency work be required to the attachments this must be carried out within one hour of being notified (a noted telephone call will be proof of notification or a logged call via KCC call centre). Should it not be possible to contact the nominated contractor KCC may arrange for the works to be carried and recharge all costs to the applicant. ▪ Kent County Council (KCC) is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of or in any way incidental to the said works, their maintenance and use. £5Million public liability insurance is required and <u>proof of this shall be provided prior to any works being carried out.</u> 	<p>any electrical connections.</p> <ul style="list-style-type: none"> ▪ The applicant is wholly responsible for any damage or injury that in any way related to the attachment including damage to the column. ▪ The applicant remains responsible for equipment belonging to them for the duration and informs KCC if any maintenance work required is to be carried out. ▪ Should any emergency work be required to the attachments this must be carried out within one hour of being notified (a noted telephone call will be proof of notification or a logged call via KCC call centre). Should it not be possible to contact the nominated contractor KCC may arrange for the works to be carried and recharge all costs to the applicant. ▪ Kent County Council (KCC) is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of or in any way incidental to the said works, their maintenance and use. £5Million public liability insurance is required and <u>proof of this shall be provided prior to any works being carried out.</u>
Electric	<ul style="list-style-type: none"> ▪ Attachments requiring power supply are to comply with the current edition of BS7671 the IEE Wiring Regulations and agreed by KCC. ▪ An electrical test certificate for the work is <u>to be submitted to KCC on completion of installation.</u> ▪ Nominated electrical contractor shall be a member of the NICEIC or other approved organisation. <u>Details to be submitted with application.</u> 	

	<ul style="list-style-type: none"> ▪ Nominated Electrical Contractors shall hold current Safe isolation & Working in the Vicinity of DNO/IDNO Equipment including G39 Certificate. ▪ Any electrical connection shall not affect the operation of the streetlight ▪ Electrical connections shall have an Unmetered Supply Agreement with the Distribution Network Operator, UK Power Networks, for both connection and energy consumption. <u>Details to be submitted with application.</u>
<p>Placing of a Crane or Mobile Elevating Work Platform on or over the Highway</p>	<ul style="list-style-type: none"> ▪ You may require permissions from our Street Works department for working on the highway ▪ A permit should be obtained from KCC Highways & Transportation when placing a Crane on or over the highway. It is necessary for the Crane operator to make an application for a Crane Permit and not the owner or occupier of the property at which the Crane is to be located. An application form for a Permit, to be completed and returned to the KCC Highways & Transportation Office appropriate to the site at which the Crane will be placed ▪ Please note that it is necessary for KCC Highways & Transportation to receive an application for a Crane permit, a minimum of 5 working days (longer if possible, due to confirming traffic management requirements) prior to the intended placing of a Crane on or over the highway. It is expected that a minimum of 3 days' notice for any renewal is given. If you have any further queries, please contact KCC Highways & Transportation on 03000 418181.
<p>Wind</p>	<ul style="list-style-type: none"> ▪ Attachment dimensions must not exceed the wind loading category for the post/column that it is to be fitted to. ▪ The wind loading factor must also take into account any existing attachments, and the combined area must not exceed the wind loading factor for that post/column. Wind Loading Categories are as follows: <ul style="list-style-type: none"> ➤ Category A – 76 mm steel posts/columns, 0.3 Sqm ➤ Category B – 87 mm steel posts/columns, 0.4 Sqm ➤ Category C – 114 mm steel posts/columns, 1.0 Sqm

A - Application to attach items to street furniture – NON-ELECTRCAL

Name of applicant		
Contact number		
24hr Contact number		
Address		
Email address		
Attachment details *	Description	Dimensions
Location address *	Town	Road name
Streetlight ref numbers *		
Method of attachment *		
Dates attachment in place	From:	To:
Fitting contractor details	Name	Address and contact number
Public Liability Insurance	Insurance Company	Amount

I have read and agree to comply with the instructions given by the authorising authority as laid down in the Conditions of Licence to "Attachments to Illuminated Street Furniture on the Highway"

Signed Date

Print Name On behalf of

Authorised byOn behalf of Highways & Transportation

Print Name Date

* A schedule may be submitted for multiple locations, with the same type/style of attachment.

B - Application to attach items to street furniture - ELECTRICAL

Name of applicant		
Contact number		
24hr Contact number		
Address		
Email address		
Attachment details *	Description	Dimensions
Location address *	Town	Road name
Streetlight ref numbers *		
Method of attachment *		
Dates attachment in place	From:	To:
Electrical requirements	Voltage	Wattage
Fitting contractor details	Name	Address and contact number
Contractor Registration details		
Public Liability Insurance	Insurance Company	Amount
Energy account details	Account with	Account number

I have read and agree to comply with the instructions given by the authorising authority as laid down in the Conditions of Licence to "Attachments to Illuminated Street Furniture on the Highway"

Signed Date

Print Name On behalf of

Authorised byOn behalf of Highways & Transportation

Print Name Date

* A schedule may be submitted for multiple locations, with the same type/style of attachment.