

PURPOSE OF THE GUIDE

This guide has been developed to assist those organisations that may wish to erect Christmas Lighting displays on or above the public highway.

It sets out the information that needs to be provided together with timescales and some of the considerations which need to be taken into account.

It should be noted that whilst the guide aims to provide helpful information, compliance with the requirements does not absolve the organisation from its responsibilities and obligations under the Law for carrying out such an event.

A festive season and a safe season of goodwill

The local authority in its duty of care to its citizens has to ensure as far as reasonably possible that any Christmas lighting (or similar activity) will be safe and properly installed where it relates to the public highway. The Highways Act prohibits anything being placed on or above the highway without prior approval being granted.

The East Riding supports organisations that wish to promote community activities and hopes that the following information will help to enable both the success of the activity and the safety of the public at large.

Issues to be addressed

- Location of equipment with regards to passing traffic/pedestrians.
- Overhead clearance for traffic/pedestrians.
- Electrical supply points.
- Electrical supply voltage.
- Payment of electrical energy.
- Attendance to make safe or repair damage (at all hours).
- Access for installation and removal.
- Electrical testing of any support mechanisms.
- Insurance.

INFORMATION REQUIRED BY THE AUTHORITY



STAGE	PROCESS	COMMENT
1	A single named point of contact within the organisation to deal with the project	This helps to avoid confusion by directing all communications through a single point.
2	Details of who will be installing and removing the equipment and the proposed dates for these activities.	To provide us with basic information on how and when you intend to set about the task. Also for energy use the dates are important.
3	The name and address of the person who will be maintaining the system whilst in use and a 24 hour contact number.	A contact point for us to report either faults to or for emergencies.
4	Completion by your insurance broker of the Council's insurance document. The current requirement is for the organisations to have in place a public liability insurance with a minimum cover of £5m.	This is to ensure in the event of an accident that the Council is fully indemnified..
5	Plan of proposed layout with fixing arrangements shown.	This basic information shows us what it is that you are proposing to do.
6	Equipment to be used with proposed voltage and total loading.	We use this in looking at safety issues and also to know how much energy is being consumed.
7	Location of electricity supply points and whether they are fed through a private meter or from an unmetered supply point.	This tells us whether the energy supply is private or whether it has to be paid for.
8	The intended switch on/off times i.e. dusk to midnight.	This information is used in calculating the energy bill.
9	An up-to-date electrical test certificate for the equipment to be used.	This proves to us that the equipment is safe for use in a public area.
10	Confirmation that the requirements of the 'County Surveyors Code of Practice' is complied with*.	This identifies whether or not the system can be installed safely.

Such works may need to be registered under the Traffic Management Act 2004. For further guidance contact 395699

NOTES

Where the energy used is not through a metered supply then the electricity company need to be informed of the amount of energy to be taken. The above information will allow us to supply the relevant electricity company with that information. The company will be given the address of the single contact point for them to issue the bill to.

A copy of the Code of Practice is available from 'Lampighter' at the address overleaf.

The Council's Lighting team can offer a service to carry out some or all of the above work. Each project will be separately quoted for.

Due to work commitments any requests, where we are required to supply materials for projects (Trees, displays etc.), made after 1 November may not be able to be accommodated. These such requests need to be made earlier - August/early September.

OTHER ASSOCIATED MATTERS

- Requirements for road closures to facilitate events should be addressed to:

**Rod Towse, Events Officer,
East Riding of Yorkshire Council,
Streetscene Services,
Annie Reed Road,
Beverley HU17 0LF.
Tel: 01482
395629**

- This leaflet relates primarily to small local events. Large scale events need to be planned well in advance and will need the involvement of a number of organisations.
- The use of Lasers requires special approval and has its own specific code of practice to be followed. As above such events need to be planned well in advance and will involve representatives from a number of organisations.
- The provision of Banners across the public highway is controlled by the Council's Planning and Development Control Team. Requests for this type of advertising should be made through the Principal Environment Officer. Tel: 01482 884362

YOUR CONTACT

To make contact you can ring **Lighting Engineer** or our **HELPLINE** on **0845 600 1666**.

For detailed enquiries one of our engineering staff will be pleased to discuss and advise you on specific issues.

Office hours are:

Monday to Thursday - 08.30 - 17.30

Friday - 08.30 - 16.30

To report street lighting faults only, you can ring

Lampighter on **Tel: 01482 395740** or

Email: lamp.lighter@eastriding.gov.uk

Have you visited our website?

Go to **www.eastriding.gov.uk** select Roads, street and transport button and then follow the link to street lighting.

Alternatively, you can pop into your nearest Customer Service Centre or contact them

Tel: 01482 393939 Fax: 01482 393375

Email: customer.service@eastriding.gov.uk

Minicom: 01482 393502

SMS Texting 07786 203939

East Riding of Yorkshire Council will, on request, provide this document in braille or large print. If English is not your first language and you would like a translation of this document, please telephone (01482) 393939

Anlaby	Beverley	Bridlington
17 Hull Road Anlaby HU10 6SP	Cross Street Beverley HU17 9BA	Town Hall, Quay Road Bridlington YO16 4LP
Brough	Cottingham	Driffield
Petuaria Centre Centurian Way Brough HU15 1AY	Civic Hall Market Green Cottingham HU16 5QC	Council Offices West Garth Driffield YO25 7TP
Goole	Hedon	Hessle
Council Offices Church Street Goole DN14 5BG	2 New Road Hedon HU12 8DF	Peeler House Ferryby Road Hessle HU13 0RQ
Howden	Hornsea	Market Weighton
69 Hailgate Howden DN14 7SX	75 Newbegin Hornsea HU18 1PA	The Old Magistrates Court Beverley Road Market Weighton YO43 3JP
Pocklington	Withernsea	
Bumby Hall Pocklington YO42 2QF	243 Queen Street Withernsea HU19 2HH	

ENVIRONMENT AND NEIGHBOURHOOD SERVICES STREET LIGHTING AND TRAFFIC SIGNALS TEAM



**A Guide for
Christmas Lighting on the
Public Highway**



EAST RIDING
OF YORKSHIRE COUNCIL