

Street Lighting Attachment Policy

18 November 2024

For Cabinet Approval



Oldham
Council

Comments and queries

Oldham Council welcomes comments and queries about this guidance note. The Council can be contacted as follows:

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1. INTRODUCTION

1.1. Purpose of document

- 1.1.1. Oldham Council (the 'Council') recognises the contribution attachments such as seasonal decorations, banners, hanging baskets, CCTV, communications and traffic survey equipment to street lighting assets can make to our communities and local areas and the Council is committed to cooperating with residents and community groups to help ensure that all such installations are safe, secure, and meet legal requirements.
- 1.1.2. The Council is responsible for the management of over twenty-nine thousand (29,000) Street Lighting Apparatus, including illuminated highway signage. This Policy Statement sets out the requirements and core standards for the attachment of apparatus to street lighting and signing assets to ensure these assets can be maintained in a safe and reliable condition in line with the Council's corporate aims and priorities.
- 1.1.3. The main purpose of the Policy Statement is:
- To identify the Council's legal and operational duties and obligations to its customers/residents
 - To confirm the objectives
 - To set out management arrangements
- 1.1.4. The Highways Act 1980 (Section 178) requires that any person or group (the 'Applicant') who wishes to fix overhead apparatus over, along or across a road (including associated footways and verges) shall first obtain an Attachment Licence from the Highway Authority (the 'Council'). This policy sets out how consent can be obtained, the standards that shall be met and the general conditions that will apply for anyone looking to install any attachment(s) to street lighting assets in Oldham.

1.2. Objectives

- 1.2.1. Correct management of the attachment of Apparatus to street lighting and signing assets supports the following Council objectives:
- To maintain street lighting assets in a structurally and electrically safe operational condition
 - To reduce the risk of injury to people and damage to property
 - To ensure the effective and efficient use of Council resources and assets

1.3. Legislation, regulations, and codes of practice

- 1.3.1. In addition to this policy document, the attachment, installation, and removal of the apparatus to street lighting assets shall comply with:
- PLG06 Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments - Institution of Lighting Professionals (ILP)
 - Highways Act 1980

- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work Act 1974
- Construction Design and Management Regulations 2015
- The Electricity at Work Regulations
- BS7671: 2018 (18th Edition of the IEE Wiring Regulations)
- New Roads and Street Works Act (NRSWA) 1991
- Road Traffic Regulation Act 1984
- The Safety Code of Practice G39: Electrical Safety in the Planning, Installation, Commissioning and Maintenance of Public Lighting and other Street Furniture.
- Guide to Electrical Street Furniture - The Institution of Engineering and Technology (IET)
- Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Code of Practice
- General Data Protection Regulations (GDPR) 2018

1.4. Types of attachments

1.4.1. The following items may be attached to street lighting assets:

- Highway signage - see [Section 3](#)
- Event signage - see [Section 3](#)
- Temporary notices - see [Section 3](#)
- Royal British Legion Poppies – see [Section 3](#)
- Banners - see [Section 4](#)
- Bunting (buildings only) - see [Section 5](#)
- Hanging baskets - see [Section 6](#)
- Seasonal decorations - see [Section 7](#)
- Catenary wires (buildings only) - see [Section 8](#)
- Closed Circuit Television (CCTV) - see [Section 9](#)
- Traffic survey counters and cameras – see [Section 10](#)
- Communication apparatus - see [Section 11](#)

1.5. Exceptions

1.5.1. An Attachment Licence will not be granted in any of the following circumstances:

- Attachments to concrete, cast iron, aluminium, or glass-reinforced polyester (GRP) lighting columns, unless they are specifically designed for the wind and weight loading of the specified attachment.
- Where attachments use electrical components, they shall not be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- Existing attachments in place.
- Large signage >0.3m² mounted off-set to the column (all columns).
- Large signage >1.0 m² mounted symmetrically to the column (columns 8m and above).
- Bunting, flags, or catenary wires attached to any street lighting assets.
- Attachments fixed to wall-mounted lights, traffic signs, traffic signals, control pillars, or any other street furniture.

- Where the attachment relates to any form of advertising
- Where the attachment relates to any form of political material (other than official election notices)
- Attachments that obstruct or distract from a traffic signal or highway sign.

1.6. Street Lighting Private Finance Initiative (PFI)

- 1.6.1. Following the award of a 25-year Private Finance Initiative (PFI) contract in April 2011 to the Community Lighting Partnership (Oldham) Limited, the responsibility for approval of attachments to street lighting columns is now conducted on behalf of the Council by Community Lighting Partnership's day-to-day operating company, E.ON.
- 1.6.2. Accordingly, this document sets out the requirements of all attachments as required by the PFI contract and references to "Service Provider" shall mean Community Lighting Partnership (Oldham) Limited or their authorised agent, E.ON.
- 1.6.3. The Council and Service Provider reserves the right to refuse permission to attach any item to any street lighting asset which is considered to be unsuitable or not compliant with the PFI contract.

2. USE OF LIGHTING COLUMNS

2.1. General

- 2.1.1. Street lighting columns efficiently conduct their function of supporting street lighting apparatus. Modern lighting columns are not designed to carry additional loads such as those imposed by attachments. Moreover, corrosion (often internal and unseen) can significantly weaken columns over time, leading to collapse and the risk of injury to persons nearby or damage to property.
- 2.1.2. Attachments shall not be permitted to concrete columns nor to any aluminium columns (except where these have been specifically strengthened to support the proposed additional loadings).
- 2.1.3. Where Attachments use electrical components, they shall not be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- 2.1.4. Where an Attachment Licence is granted, the attachment shall be fixed to the shaft of the lighting column only and not to the lantern or any bracket. Attachments shall not be fixed to wall-mounted lights, traffic signs, traffic signals, control pillars, or any other street furniture.
- 2.1.5. Under no circumstances shall bunting or flags be attached to any lighting columns or assets due to imposed risk of failure.

2.2. Column types

2.2.1. All lighting columns in Oldham are classified as either standard or heavy duty with Table 1, below, showing which attachments are allowed on both column types.

Attachment	Column Type	Column Height	Maximum Dimension	Position on Lighting Column
No Waiting Parking Plate	Standard & Heavy-duty	All	Area 0.1m ²	Symmetrical
Neighbourhood Watch Sign	Standard & Heavy-duty	All	Area 0.15m ²	Symmetrical
Litter Bin	Standard & Heavy-duty	All	600mm high x 400mm wide	Top 900mm above ground level
Highway Sign	Standard & Heavy-duty	6m	0.3m ²	Offset
Highway Sign	Standard & Heavy-duty	8m and above	1.0m ²	Symmetrical
Temporary CCTV Camera (max 12 months)	Standard & Heavy-duty	8m and above	0.226m ² and 14kg mounted 0.5m from top of column	Maximum height above ground level 8m
Seasonal Decorations	Heavy-duty only	8m and above	2.0m high x 1.25m wide. Max weight 20kg	5m above ground level to lowest point
Hanging Baskets (Two)	Heavy-duty only	All	1.0m high (incl. wires/chains) x 0.75m dia. Max weight 20kg	Symmetrical 2.5m above ground level to lowest the point
Banners (One)	Heavy-duty only	8m and above	3.6m high x 0.9m wide	6.4m to top fixing of banner
Permanent CCTV Camera (one) on offset bracket	Heavy-duty only	8m and above	Size and weight 600mm diameter sphere. Max weight 17kg	Maximum height above ground level 8m
Telecommunication	Heavy-duty only	8m and above	Size and weight 300mm high x 75mm wide. Max weight 2.0kg	Maximum height above ground level 3m
Environmental Monitoring Equipment (one) on offset bracket	Heavy-duty only	8m and above	Size – 300mm long x 200mm wide x 200mm high. Max Weight – 2.0kg	Maximum height above ground level 8m

Table 1: Column Attachment Requirements

2.3. Heavy-duty columns

- 2.3.1. Where a heavy-duty is required to support the Attachment, the Applicant shall be responsible for covering all costs when upgrading from a standard variant column.

2.4. Deemed to comply columns (DTC)

- 2.4.1. At the start of the PFI, there were columns classified as 'deemed to comply' (DTC) these had more than ten (10) years of residual life remaining. The columns will be replaced during the Annual Investment Period (AIP) between April 2023 and March 2031 as they become life expired.
- 2.4.2. Due to the inability to confirm the structural conditions without a current test certificate we are unable to allow attachments on DTC columns.
- 2.4.3. Where the Applicant requests an attachment on a DTC column, then written confirmation from the column manufacturer stating the column has sufficient strength for the proposed additional loading over the design life of the column will be required before licence approval will be granted.
- 2.4.4. The Applicant shall provide a report from a professional organisation in conjunction with the Council, confirming that they have assessed the column and confirm that it has sufficient structural capacity for the proposed additional loading. The report shall contain the following information:
- Certification that the column has been assessed and has sufficient structural capacity for the proposed additional loading.
 - Details of the assessment method and a justification for its selection.
 - Specific details of the attachment considered in the assessment including, design, dimensions, windage, weight, mounting height, and fixing method.
 - Professional qualifications of the person who conducted the assessment.
 - The validity period for the assessment, this shall cover the proposed installation date but should not be more than thirty (30) months from the assessment.
 - Confirmation that the certification is covered by the required insurances (see [Section 13.6.](#)).

2.5. Lighting column replacement

- 2.5.1. The Council regularly replace lighting columns as they near the end of their functional lives. When preparing programmes for column replacement in the main footfall area of a settlement, the Service Provider will consult with parish councils or other appropriate community groups when considering if there are locations where strengthened columns should be provided.
- 2.5.2. Requests for the replacement of a column not at the end of its functional life with a heavy-duty strengthened column will only be considered where the Applicant is prepared to meet the full cost of replacement.

2.6. Fixings

- 2.6.1. Once approved, the attachment shall be secured by means of stainless or galvanized steel fixings, of an appropriate size and type with a five (5) millimetre thick neoprene shield (or other approved insert) to avoid damage to the column surface or any protective treatment.

2.7. Removal

- 2.7.1. Upon termination of the Attachment Licence, the Applicant shall remove all attachments within five (5) working days unless stated otherwise within his policy.
- 2.7.2. The Applicant shall repair and make good any openings made in or damage to the lighting column by means agreed with the Street Lighting PFI Contract Monitoring Team and Service Provider.

2.8. Unauthorised attachments

- 2.8.1. Where any unlicensed attachments are identified they will be removed without notification by the Service Provider and taken to the Street Lighting PFI depot for collection. If not collected within thirty (30) days, the Service Provider will dispose them.

3. SIGNAGE

3.1. General

- 3.1.1. This section dealing with signage attachments shall be read in conjunction with [Section 2](#) of this document.

3.2. Highway signage

- 3.2.1. Applicants wishing to attach small signage to lighting columns shall ensure:
- Signage is compliant with Traffic Sign Regulations and General Directions (TSRGD).
 - No larger than 0.30m² in area mounted off-set to the column.
 - No larger than 1.00 m² in area mounted symmetrically to the column (8m and above).
 - No sharp edges, corners, or projections.
 - Minimum clearances (as shown in [Section 3.7.](#)) are maintained.
 - No other attachments already mounted on the lighting column.
 - Installation and removal are conducted in a safe manner.
 - It is accepted that the Council may remove and dispose of these signs, without notice, as and when it chooses.
- 3.2.2. All signage shall display an Oldham Council Reference Number (OCRN) on the back of each sign. The Council will provide the OCRN upon approval of the Attachment Licence.

3.3. Event signage

- 3.3.1. All directional event signage attached to street lighting assets require an Attachment Licence from the Council.
- 3.3.2. All temporary event signage shall be manufactured from flexible 'correx' type material, so it flexes as not to impose any additional wind loading on the lighting column to which it is secured.
- 3.3.3. The Applicant shall ensure the attachment shall be secured by means of plastic fixings (e.g., tie wraps), of an appropriate size and type, which should have no detrimental effect on the external finish of the asset to which it is secured.
- 3.3.4. The layout of all event signage shall be in accordance with TSRGD and approved by the Council Highways Team (via highways@oldham.gov.uk) prior to applying for an Attachment Licence.
- 3.3.5. Under no circumstances should telephone numbers, internet addresses or other contact details be displayed on temporary traffic signs for special events.
- 3.3.6. Names of event sponsors should not be included unless similar events in the same area at the same time make such identification necessary for traffic management purposes. Dates and times should not normally be included since the signs are not intended to advertise an event but are for people who know about it and need guidance/direction to the site.
- 3.3.7. Event signage shall not be used on routes where there are already permanent local direction or tourist signs to the site, although for major events, it might be desirable to indicate other routes to assist traffic management.
- 3.3.8. The Council is the final arbiter of the signing appropriate for any event and may remove or re-site any signs which have not been approved, at the expense of the body which erected them.
- 3.3.9. Event signage will only be permitted a maximum of five (5) working days before the event takes place.
- 3.3.10. All event signage shall be removed within five (5) working days of completion of the event.

3.4. Housing development signage

- 3.4.1. All directional signage for sales visitors only, shall comply with diagram 2701 of TSRGD and contain the name of the site only with the house symbol. The signage shall make no reference to the Developer, number or type of housing being constructed.
- 3.4.2. Directional signage with the house symbol (for visitors), as prescribed by diagram 2701 of TSRGD, will only be permitted a maximum of five (5) working days before the completion of works to the development show home and the site is open to the public.

- 3.4.3. Signing will be permitted for a maximum duration of thirty (30) months or completion of the construction of the development, whichever is earlier.

3.5. Temporary notices

- 3.5.1. Temporary notices are those usually no more than A4 in size, providing information in relation to legal notices, planning applications, roadworks, road closures and Council election notices. Due to the short-term nature of temporary notices, they do not require an Attachment Licence from the Council. For this policy, short term will be classed as a duration lasting no more than four (4) weeks.
- 3.5.2. Any other notices will be classed as un-authorised attachments and will be removed by the Service Provider without notification.
- 3.5.3. The period the temporary notices are attached to any street lighting and signage asset shall be keep to the minimum amount of time required.
- 3.5.4. Temporary notices shall be encapsulated inside transparent plastic material, so they are flexible as not to impose any additional wind loading on the asset to which it is secured.
- 3.5.5. The Applicant shall ensure the attachment is suitable and shall be secured by means of plastic fixings (e.g., tie wraps), of an appropriate size and type, which should have no detrimental effect on the external finish of the asset to which it is secured.
- 3.5.6. The Applicant shall, at their own expense, maintain the temporary notices and infrastructure in good repair throughout the period of operation, including its installation and removal. The Applicant shall conduct a weekly visual inspection of the temporary notices and to keep a log of such inspections.

3.6. Royal British Legion poppies

- 3.6.1. The Council and Service Provider are fully supportive of attaching poppies to lighting columns as a mark of remembrance across the borough.
- 3.6.2. An Attachment Licence shall be made using the application form in Appendix B of this policy. The Applicant shall allow ten (10) working days for the processing of the application and shall not attach any poppies until an Attachment Licence is received.
- 3.6.3. To affix poppies to lighting columns you will need to follow the guidance below:
- List of lighting column numbers by road/street name.
 - Install above head height and ensure, if using plastic cable ties, that any excess is trimmed off.
 - When installing the poppies take appropriate care within the public highway to ensure safety of yourselves and other highway users.
 - Ladders shall not be placed against lighting column shafts and self-supporting ladders, free-standing platforms or mobile elevated work platforms shall be used as appropriate.

- Do not attach to columns or posts with other road signage already attached so that they cannot obstruct existing road signs.
 - Ensure poppies do not obstruct visibility at junctions or signage on other posts/columns.
 - No commercial advertising.
- 3.6.4. Should any issue with the siting be identified or reported, the Council may require the Applicant to remove the poppies with immediate effect.
- 3.6.5. The Applicant shall ensure the poppies are removed within five (5) working days of Remembrance Sunday or Remembrance Day, whichever is the latest.

3.7. Clearances

- 3.7.1. All signage attachments shall be set at a minimum height of 2.50 metres, no higher than three (3) metres above the footway level and a minimum clearance of 0.50 metres from the edge of the road (see [Figure 1](#)).

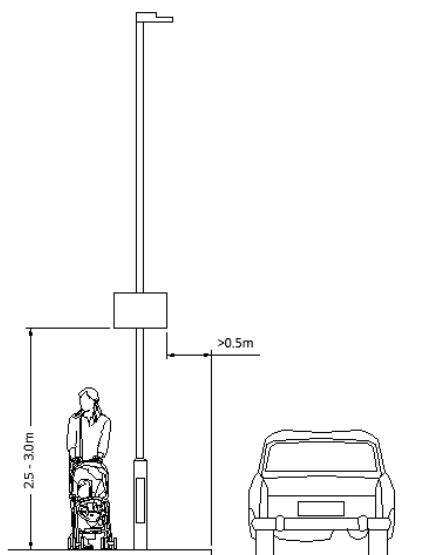


Figure 1: Clearances for column mounted signage

- 3.7.2. The Applicant shall ensure that the height of any attachment is not in conflict with or poses a hazard to pedestrians or other highway users and shall not obscure the visibility of other traffic signs or traffic signals.

3.8. Licence application

- 3.8.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for signage attachments:
- Full sign schedule with sign plate details.

4. BANNERS

4.1. General

- 4.1.1. This section dealing with banner attachments shall be read in conjunction with [Section 2](#) of this document.
- 4.1.2. Any person or organised group wishing to erect a banner above or across a public highway shall obtain an Attachment Licence from the Council as Highway Authority before doing so.
- 4.1.3. Banners shall only be permitted in association with sporting, cultural or community events or public service campaigns.
- 4.1.4. Advertising will not be permitted and banners featuring the name of a commercial organisation shall only be considered where the business name is an integral part of the event name.
- 4.1.5. Permanent banners erected as street artwork shall not be mounted on lighting columns unless these are specifically designed for this purpose.
- 4.1.6. Banners associated with an event shall not be erected more than five (5) working days in advance of the event and shall be removed no later than five (5) working days after the event has finished.
- 4.1.7. All banners shall be manufactured and supplied to the following specification:
- 780gsm blackout banner grade vinyl.
 - Tear strength 250 / 300 (WARP / WEFT) N.
 - Tensile strength 2700/3000 N/50mm.
 - Withstand weather conditions from -20c to +70c.
 - Fully recyclable.
- 4.1.8. The wording and / or display on all banners will need to be approved by the Council and in accordance with the conditions as outlined in [Section 1.5.1](#) of this document.
- 4.1.9. Given the above, all proposed wording and displays must be submitted as part of the application process and can only be displayed after permission, in writing, has been granted by the Council.

4.2. Column-mounted banners

- 4.2.1. All column-mounted banners shall be supported with an Oldham Council approved spring-loaded or flexible brackets system with clearances as shown in [Figure 2](#) maintained.
- 4.2.2. The Service Provider is approved for the provision and installation of banners on all street lighting assets located on Oldham highway network. The Service Provider can be contacted via:

E.ON
 Unit E2
 John Boyd Dunlop Drive
 Kingsway Business Park
 Rochdale
 OL16 4NG

T: 0800 015 0452

E: oandr.pfi@eonenergy.com

- 4.2.3. The banners shall be mounted on banner arms, which will in turn be affixed to a bracket system in accordance with EN40.

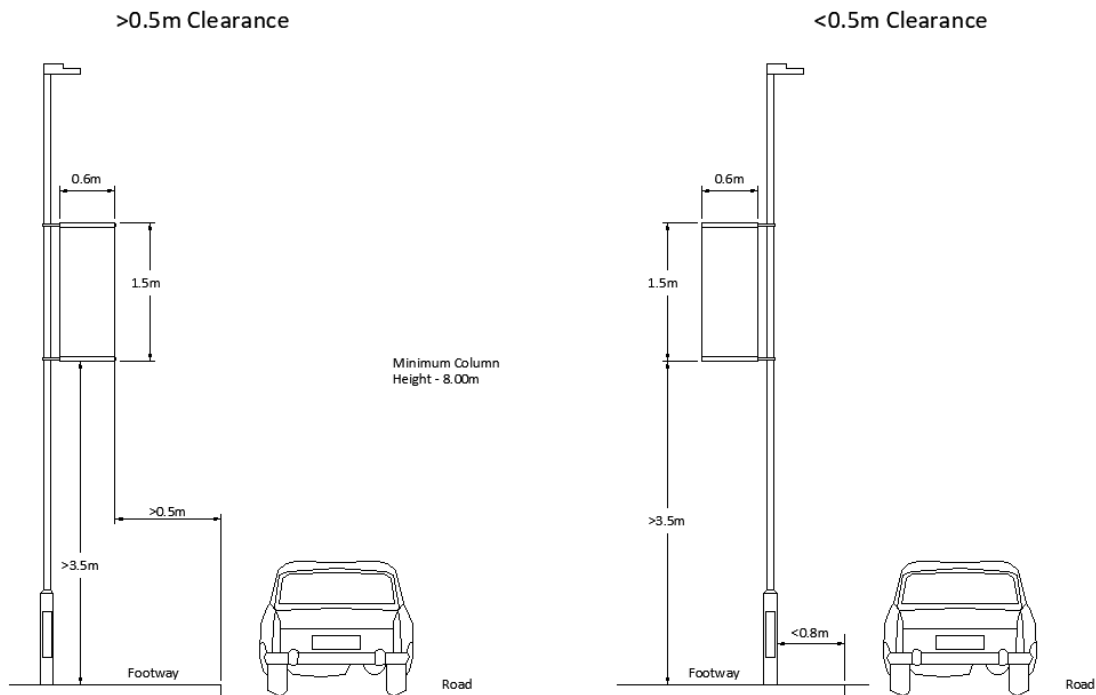


Figure 2: Clearances for column-mounted banners

- 4.2.4. The bracket system shall reduce wind loading on columns by up to 100% and shall work at wind speeds from 25mph up to 80mph.
- 4.2.5. If the wind becomes too extreme, then the banners shall be designed to fail (rip) purposefully so that the wind loading on the column does not become too onerous.
- 4.2.6. The bracket system shall use a spring system enabling the banner arms to flex upwards or downwards to allow the banner to flex outwards during windy periods.
- 4.2.7. The bracket system shall be mounted onto the lighting column using high quality tamtorque clips and five (5) millimetre thick neoprene shield (or other approved insert) shall be added to avoid damage to the column surface or any protective treatment. Once the banners are attached to the arms, they shall be secured using high-strength cable ties.
- 4.2.8. The Applicant shall enter into an agreement with the Council and Service Provider for the forward maintenance of the banner and mounting system with all costs covered by the Applicant.

- 4.2.9. The maintenance shall cover the following activities:
- Call out attendance to any damage banners or mounting system.
 - Take down and installation of replacement banners.
 - Lighting column inspection.
 - Any damage to lighting columns.

4.3. Clearances

- 4.3.1. Column-mounted banners shall maintain a minimum mounting height of 3.50 metres above the footway level and a minimum of 0.50m shall be maintained between the banner and the edge of the road (see [Figure 2](#)).
- 4.3.2. Banners will not be permitted to be attached to any lighting column under eight (8) metres due to the lack of available space on the column above the minimum mounting height.
- 4.3.3. The Applicant shall ensure that the height of any attachment is not in conflict with or pose a hazard to pedestrians or other highway users and shall not obscure the visibility of other traffic signs or traffic signals

4.4. Banners over the highway

- 4.4.1. Banners crossing streets shall be supported on catenary wires (see [Section 8](#)) and the clearances shown in [Figure 3](#) shall be maintained.
- 4.4.2. An Attachment Licence will not normally be granted for banners across a freight route.
- 4.4.3. Where permission is granted, the height of the vehicle clearance zone shall be 5.80 metres for non-freight routes.

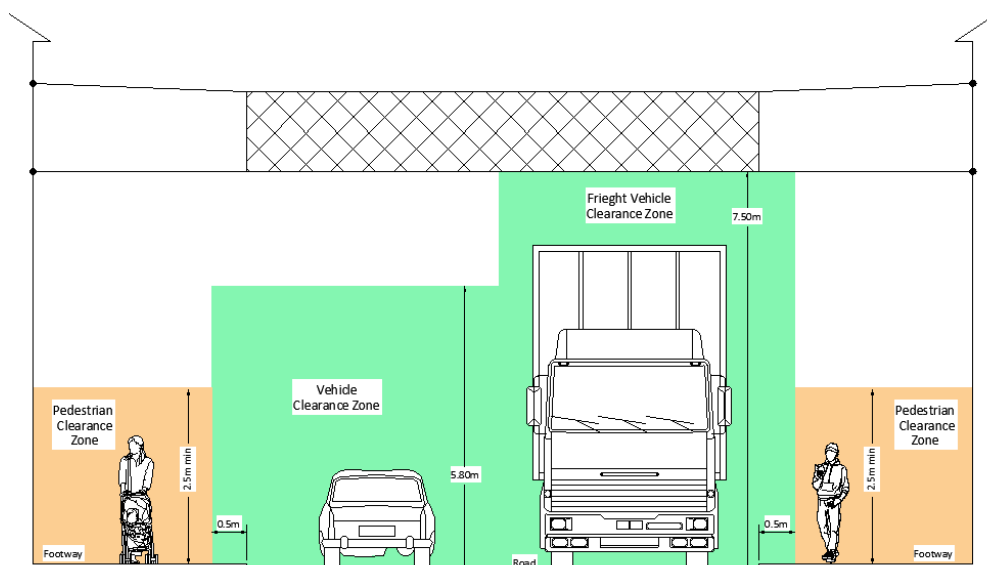


Figure 3: Clearances for banners mounted over the highway

4.5. Licence application

- 4.5.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for banner attachments:
- Banner size and artwork.
 - Banner material and specification.
 - Details of banner column fixings.
 - Details of banner fixings using catenary wires (see [Section 8](#)).

5. BUNTING AND FLAGS

5.1. General

- 5.1.1. A lightweight attachment such as bunting and flags can result in considerable extra load being exerted in a strong wind which can subsequently affect a column's structural stability leading to catastrophic failure, damage, injury, or death.
- 5.1.2. For safety reasons and imposed risk of asset failure, the Council will not allow attachment of bunting or flags to any Council owned street lighting assets.
- 5.1.3. Under the terms of the Council PFI contract the attachment of bunting and flags are prohibited, where they are found attached to lighting columns they will be removed without delay and returned to the Service Providers depot. The items will be held for thirty (30) days waiting collection at which point they will be disposed of.
- 5.1.4. The Council will only allow bunting above or across a public highway where it is connected to buildings. Where bunting is attached to buildings or other private property, permission shall be obtained from the owner.

5.2. Bunting over the highway

- 5.2.1. Bunting associated with an event shall not be erected more than five (5) working days in advance of the event and shall be removed no later than five (5) working days after the event.
- 5.2.2. Bunting shall be fixed to ensure that it cannot be pulled at any point to encroach into the pedestrian clearance zone nor the vehicle clearance zone shown in [Figures 4](#). The height of the pedestrian clearance zone should be increased to 3.40m where horse riders may be expected.
- 5.2.3. Permission will normally only be granted for fixing bunting over streets with a speed limit of thirty (30) miles per hour or less. Permission will not be granted for bunting across a freight route.
- 5.2.4. All bunting and its associated fixings shall be constructed from a material that would snap under excessive loading. The use of polypropylene rope, twine, or other materials to reinforce or support the bunting is not permitted.

- 5.2.5. Bunting shall be arranged with short distances between fixings and no catenary span should exceed twenty (20) metres. Long continuous lengths of bunting should be avoided. It should be fixed in sections so that a problem in one location does not affect other locations.

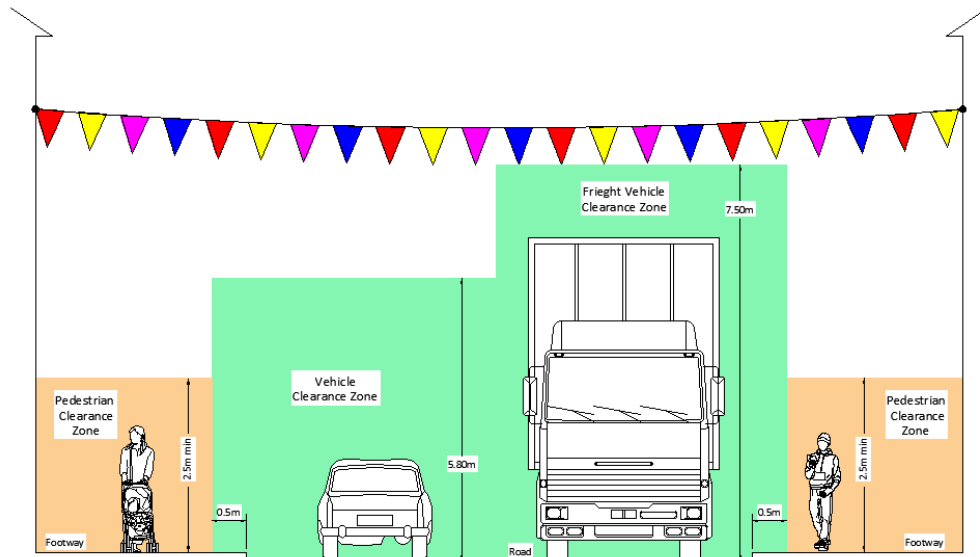


Figure 4: Clearances for bunting mounted over the highway

6. HANGING BASKETS

6.1. General

- 6.1.1. This section dealing with hanging basket attachments shall be read in conjunction with [Section 2](#) of this document.
- 6.1.2. The supply, planting, and maintenance of hanging baskets shall be in accordance with the Council Hanging Basket Policy.
- 6.1.3. The Applicant wishing to install hanging baskets within the extents of the highway shall obtain an Attachment Licence from the Council as the Highway Authority.
- 6.1.4. Where an Attachment Licence is granted, this shall be for a maximum of twelve (12) months at a time. A further Attachment Licence application shall be required if baskets (including hanging brackets) systems are to remain after expiry of the initial consent.

6.2. Lighting column-mounted baskets

- 6.2.1. The Applicant shall be responsible for the planting, watering, and maintenance of all baskets throughout the licence period. The Applicant shall provide watering and maintenance schedule at time of application.

- 6.2.2. Hanging basket will only be allowed on heavy-duty columns designed to accept the loading. The Applicant shall be responsible for covering all costs of providing a heavy-duty column prior to an Attachment Licence being granted.
- 6.2.3. Baskets mounted on lighting columns shall be either of the wrap-around type or in opposite matched pairs to ensure that the load is equally balanced (see [Figure 5](#)).
- 6.2.4. The total weight of the basket (including saturated compost and plants) shall not exceed twenty (20) kilograms for those on brackets and twenty (20) kilograms for wrap-around baskets.
- 6.2.5. Column-mounted baskets and foliage shall not intrude (when either static or swinging) into the clearance zones shown on [Figure 5](#) and shall not obscure the visibility of traffic signs or traffic signals.

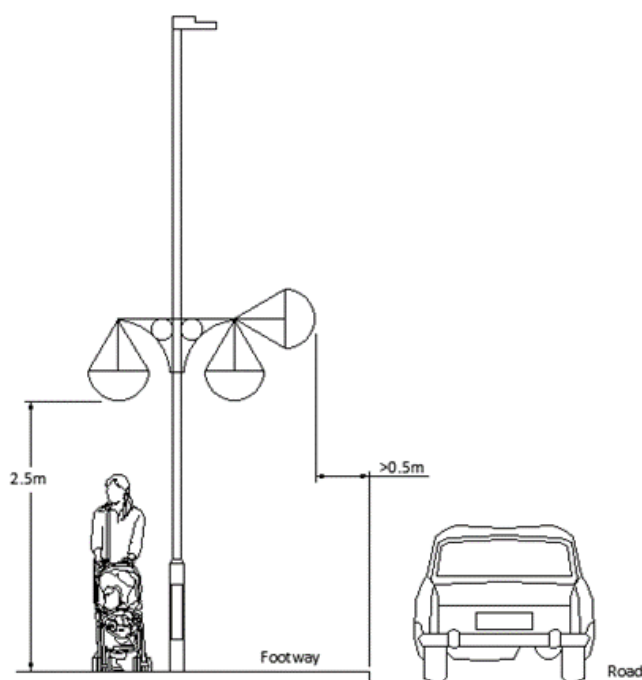


Figure 5: Clearances for column-mounted hanging baskets

- 6.2.6. All support brackets, clips and associated attachments shall be manufactured from a corrosion-resistant material such as galvanised or stainless steel and be of a sufficient size and strength to support the hanging basket under the design wind loading. Any stainless-steel band strap fixings are to be backed with five (5) millimetre neoprene rubber strips to protect the column shaft from electrolytic action between dissimilar metals and any damage.

6.3. Installation

- 6.3.1. All baskets shall be installed within ten (10) working days of the commencement of a valid Attachment Licence date.
- 6.3.2. All baskets shall be removed within ten (10) working days of the termination of a valid Attachment Licence.

6.4. Licence application

6.4.1. In addition to the required Attachment Licence information listed in [Section 13.2](#) the Applicant shall provide the following information for hanging baskets attachments:

- Details of hanging baskets including fixings and filled weight.
- Details of hanging basket maintenance including method statements and maintenance organisation.

7. SEASONAL DECORATIONS

7.1. General

7.1.1. This section dealing with seasonal lighting attachments shall be read in conjunction with [Section 2](#) of this document.

7.1.2. The Street Lighting PFI Contract Monitoring Team manages all aspects of seasonal decorations on behalf of the borough and local organisations including the following:

- Management of Council’s Seasonal Decorations contract.
- Non-display season storage
- Electrical and structural testing
- Installation and removal of seasonal decorations on lighting columns
- Installation of tree lighting
- Attendance at switch-on events
- Weekly safety checks during display period
- Reporting of energy consumption

7.1.3. All local organisations shall cover the costs of all seasonal decorative activities provided under the Council Seasonal Decorations contract.

7.2. Display periods

7.2.1. Permission for seasonal decorations will be granted as follows:

Festival	Dates
Eid ul Fitr (Islamic)	start of 10 th month of Islamic Calendar
Eid ul Adha (Islamic)	within 12 th month of Islamic Calendar
Diwali (Hindu, Sikh)	mid-October to mid-November
Christmas (Christian)	14 th November to 5 th January

Table 1 – Seasonal Decoration Periods

7.2.2. For any other displays please contact the Council Street Lighting PFI Contract Monitoring Team via street.lighting@oldham.gov.uk

7.3. Commercial advertising

- 7.3.1. Seasonal decorations within the public highway shall not feature the name, logo or any other marking associated with a commercial organisation.

7.4. Sponsorship

- 7.4.1. To assist local groups to fund seasonal decorations within their local area, small attachment confirming the sponsorship of features by local businesses may be allowed, subject to approval by the Council.

7.5. Switch-on

- 7.5.1. Anyone wishing to run a public switch-on event within the public highway must indemnify the Council against any claim for loss, injury, or damage whether to persons or property or both in any way caused by the event.
- 7.5.2. Organisations must demonstrate evidence of third party indemnity insurance cover up to ten (10) million pounds. See [Section 13.6](#).

7.6. Aesthetics

- 7.6.1. While the main aim of any form of seasonal decorations is to provide a brighter and more interesting night-time environment, this aim should not be at the detriment of the daytime appearance of the road. The daytime aesthetics will be given careful consideration when positioning decorations.

7.7. Location

- 7.7.1. The use of column-mounted seasonal decorations and the provision of heavy-duty columns fitted with sockets will be limited to the main footfall areas in each settlement. This will include town centres and neighbourhood or village centres with shops or other community facilities which are extensively used in the late afternoon/evening over the seasonal decorations period.
- 7.7.2. Other features, such as ground-mounted displays (i.e., trees) may be more appropriate for settlements not meeting the main footfall criterion.
- 7.7.3. Seasonal decorations will be positioned where they will not obstruct traffic signs or impede driver or pedestrian visibility. Flashing lights will not be positioned within ten (10) metres of traffic signals, zebras, or other controlled pedestrian crossings or within driver's sight lines when approaching such features.
- 7.7.4. Seasonal decorations shall not be mounted on concrete columns or wooden electricity poles as they are not suitable for supporting seasonal decorations.

- 7.7.5. The Council regularly replace lighting columns as they near the end of their functional lives. When preparing programmes for column replacement in the main footfall area of a settlement, the Service Provider will consult with local organisations when considering if there are locations where strengthened columns should be provided.

7.8. Faults

- 7.8.1. Where seasonal decorations outages occur, these shall be reported to the Street Lighting PFI Contract Monitoring Team (email: street.lighting@oldham.gov.uk) requesting investigation.
- 7.8.2. Where the Council receives an emergency call out relating to seasonal decorations, they will attend and make safe within two (2) hours.
- 7.8.3. Where seasonal decorations failure is a result of loss of power to the street lighting column, the Council will pass this on to their Distribution Network Operator (DNO), Electricity North West (ENW) for repair. Under OFGEM regulations, ENW will have a maximum repair period of twenty-five (25) working days to complete loss of supply faults.

8. CATENARY WIRES

8.1. General

- 8.1.1. Catenary wires have multiple failure mechanisms which could present a serious risk to public safety, and it is important that these installations are designed, installed, tested, and maintained by competent persons (see [Section 13.8.](#))
- 8.1.2. Wires shall be taken down when not in use and may only be re-installed when an Attachment Licence for the feature using the wire for support is active.
- 8.1.3. Catenary wire installations shall comply fully with the following:
- Anchorage Systems for Seasonal Decorations - Construction Fixings Association (CFA).

8.2. Certification

- 8.2.1. Where it is proposed to install catenary wires across a public highway, the Applicant shall provide a report from a chartered structural engineer confirming that they have assessed the building and that it has sufficient structural capacity for the proposed loading from the catenary wires.
- 8.2.2. The structural report shall contain the following information:
- Certification that the structure has been assessed and has sufficient structural capacity for the proposed loading.
 - Specific details of the installation including the anchor type, fixing heights and base material.
 - The loading to be applied.

- Professional qualifications of the person who conducted the assessment.
- The validity period for the assessment. This shall cover the proposed installation date but should not be more than sixty (60) months from the assessment.
- Confirmation that the certification is covered by the required insurances.

8.3. Inspection and testing of catenary wiring

- 8.3.1. The Applicant shall also certify that each anchorage has been inspected and subjected to a test load of 1.5 times the load to be applied. The date of the inspection and test loading shall not be more than twelve (12) months prior to the end of the application's installation period. Current inspection reports shall be included for all applications involving the mounting point.
- 8.3.2. New test certification shall be required for applications involving applied loadings greater than that covered by existing certification.

8.4. Licence application

- 8.4.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for catenary wire attachments:
- Written approval from building owners for the use of their property.
 - Reports by structural engineer to confirm that structural integrity of anchors and structural capacity.
 - Copy of test inspection certificate.

9. CLOSED CIRCUIT TELEVISION (CCTV)

9.1. General

- 9.1.1. This section dealing with Closed Circuit Television (CCTV) and camera attachments shall be read in conjunction with [Section 2](#) of this document.
- 9.1.2. The use of permanent CTV apparatus shall be installed on dedicated support(s) designed for CCTV applications with a dedicated electrical supply. This application process applies for CCTV apparatus to be attached to lighting columns only.
- 9.1.3. In instances where temporary CCTV apparatus is required to assist in a feasibility study as a precursor for a permanent installation, or as part of a temporary monitoring situation in the interests of crime reduction and community safety, the Service Provider may approve such installations subject to the requirements of this policy being achieved.
- 9.1.4. The Applicant shall only use CCTV apparatus for monitoring of the public highway only with any recordings against national relevant CCTV legislation and standards prohibited.

- 9.1.5. The Applicant's shall obtain approval for use of CCTV apparatus on the public highway from the Council CCTV Team (email: first.response2@oldham.gov.uk) with a copy provided as part of the Attachment Licence application.
- 9.1.6. The CCTV apparatus shall be installed and operated according to the Council CCTV Code of Practice and the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Code of Practise for such works.
- 9.1.7. The Applicant is responsible for arrangements with the Distribution Network Operator (DNO) for electrical supplies and the payment of charges in relation to energy consumption (see [Section 13](#)).
- 9.1.8. Applicants should be aware that cameras and recording apparatus in public areas can generate concern and are a sensitive subject for local communities.
- 9.1.9. Due to the sensitive nature of CCTV, if the Council requests that the apparatus is removed, the Applicant shall remove the apparatus within one (1) working day. If this request goes unheeded or if any unauthorised recording and/or transmission apparatus is found attached to lighting columns, the apparatus will be removed without notice and retained securely by the Council.

9.2. Images

- 9.2.1. The Council can only allow CCTV Attachment Licence applications from relevant authorities their officers, employees, agents, and contractors (providing suitable qualifications) as defined by Section 33(5) of the Protection of Freedoms Act 2012, and on whose behalf the surveys are being conducted.
- 9.2.2. The Applicant shall agree to abide by the Surveillance Camera Code of Practice and 12 Guiding Principles 2022 and the Council's Closed-Circuit Television Policy and Guidance or any successor legislation/guidance.

9.3. Signage

- 9.3.1. A suitable information notice shall be attached to each lighting column where CCTV apparatus is to be used. The notice shall show an image representing temporary CCTV and shall give the Information Officer's licence number, the Council's Attachment Licence number and date of intended date of removal.
- 9.3.2. The notice should ideally be A4 lightweight plastic correx, laminated or similar non-metallic material and affixed to the lighting column via cable tie. When the CCTV apparatus is removed, the notice and fixing shall also be removed. The notice design shall be submitted as part of the overall attachment application.

9.4. Clearances

- 9.4.1. All CCTV apparatus attachments shall be set at a minimum height of 4.50 metres above the footway level and maintain a minimum clearance of 0.5 metres from the edge of the road (see [Figure 6](#)).

- 9.4.2. CCTV apparatus will not be permitted to be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- 9.4.3. The Applicant shall ensure that the height of any attachment is not in conflict with or pose a hazard to pedestrians or other highway users and shall not obscure the visibility of traffic signs or traffic signals.

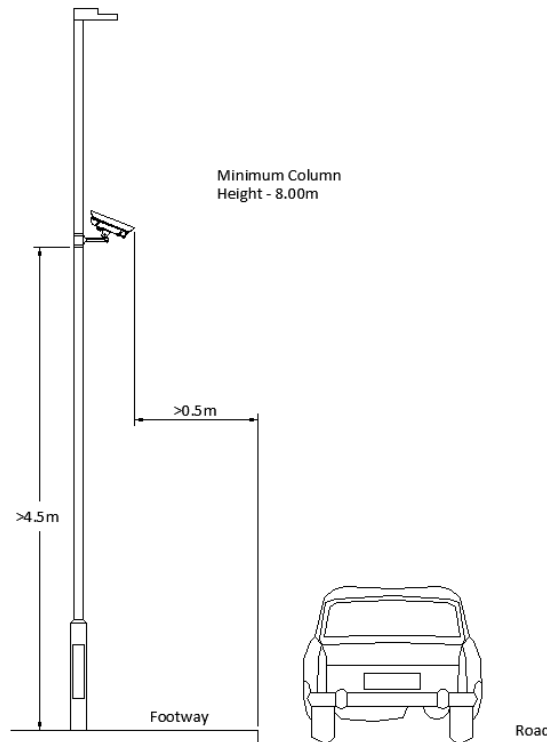


Figure 6: Clearances for CCTV cameras

9.5. Licence application

- 9.5.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for CCTV attachments:
- Applicant approval of use from Council CCTV team.
 - Details of CCTV apparatus (camera type, size, weight, fixings, and area of viewing).
 - Unmetered Supplies User Group (UMSUG) Change Code.
 - Details of CCTV signage to be erected.
 - Give any individual who requests it, copies of footage of themselves. (Subject Access Request).
 - Ensure that any footage stored is kept for no longer than necessary for the purposes for which it is obtained.
 - Ensure that footage is not disclosed to anyone else without the consent of the individuals shown in it unless it is for a reason permitted under the Data Protection Act 2018, such as the prevention or detection of crime.

9.6. Images

- 9.6.1. The Council can only allow traffic survey camera Attachment Licence applications from relevant authorities their officers, employees, agents, and contractors (providing suitable qualifications) as defined by Section 33(5) of the Protection of Freedoms Act 2012, and on whose behalf the surveys are being conducted.
- 9.6.2. The Applicant shall agree to abide by the Surveillance Camera Code of Practice and 12 Guiding Principles 2022 and the Council's Closed-Circuit Television Policy and Guidance or any successor legislation/guidance.

10. TRAFFIC SURVEY COUNTERS AND CAMERAS

10.1. General

- 10.1.1. This section dealing with traffic survey counter and camera attachments shall be read in conjunction with [Section 2](#) and [9](#) of this document.

10.2. Ground-mounted traffic survey counters

- 10.2.1. Ground mounted traffic counters are temporary devices that use tubes, cables, or loops to collect traffic data from the public highway. Whilst not specifically attached to lighting columns and not weightbearing, these are still required to have an Attachment Licence.
- 10.2.2. In applying for permission to attach traffic counter and similar equipment, the applicant agrees to adhere to all sections and appendices of this document and must receive confirmation from the Council that the proposed columns and proposed attachments are suitable prior to works commencing. Our additional traffic counter and similar equipment requirements are set out below:
- Where security attachments are used to prevent theft, the outer sleeve must be such that it does not damage the column base or the column protection finish and must comprise of materials such as a rot-proof textile outer sleeve for chains or the use of plastic coated braided steel.
 - Data Boxes or any associated component part of the data recording installation must not cause any obstruction or unduly affect highway users.

10.3. Pole-mounted traffic survey cameras

- 10.3.1. These provisions are intended to cover instances where battery powered video/radar and similar traffic survey / counting equipment is used for short periods of time that are mounted on a telescopic pole that uses the column for support.
- 10.3.2. In applying for permission to attach traffic survey camera equipment, the Applicant agrees to adhere to all sections and appendices of this document and receives confirmation from the Council that the proposed columns and proposed attachments are suitable prior to works commencing.

10.3.3. Where equipment is attached to a freestanding pole – and uses a column for support:

- The mast should be installed vertically and in direct contact with the ground. The placement of the mast using the lighting column should be such that it places no stress or load bearing strain on the column.
- All lighting columns should be examined prior to installing the mast to make sure it is stable and safe to proceed. Applicants should look for any obvious signs of damage or fault with the structure such as bends, rust, loose inspection panels or possible exposed wiring and if there is any doubt about the suitability of the column it must not be used.
- The mast should be positioned so that when extended it does not block or obscure any signage already attached to the column.
- The mast should not obstruct access to the column door.
- Equipment must not mark or damage the lighting column. The mast should not come into direct contact with the lighting column and should be mounted using blocks and/or brackets which should be adjusted so the top mounting position is as high as possible (on the first section) and the lower around 20cm from ground level, this will provide maximum support to the mast while maintaining a vertical install.
- The mast should be secured to the lighting column with a minimum of two ratchet straps with a rating of 800kg or higher. More attachments points can be used to increase the stability of the install if required.
- Where used, metal fixing clips, bands etc., are to be from galvanised or stainless steel and should be used in conjunction with a 5mm thick neoprene gasket which should be inserted between the column and fixing to avoid damage to the surface protection of the lighting column.
- Where security attachments are used to prevent theft, the outer sleeve must be such that it does not damage either the column base or the column protection finish and must comprise of materials such as a rot-proof textile outer sleeve for chains or the use of plastic-coated braided steel.
- All ratchets, clips, bands, and cable ties should be left tidy with no loose ends so that they do not represent a hazard to members of the public or distraction to drivers from ends flapping around.

11. COMMUNICATION APPARATUS

11.1. General

11.1.1. This section dealing with communication attachments shall be read in conjunction with [Section 2](#) of this document.

11.1.2. The Applicant is responsible for arrangements with the Distribution Network Operator (DNO) for electrical supplies and the payment of charges in relation to energy consumption (see [Section 13](#)).

11.2. Legislation

11.2.1. The Applicant shall ensure all communication apparatus is well maintained and compliant with all statutory requirements and the following guidance:

- 11.2.2. In addition, the Applicant shall ensure compliance with:
- International Commission on Non-Ionizing Radiation Protection 2020 document 'Guidelines for Limiting Exposure to Electromagnetic Fields (100 khz to 300 ghz)'
 - OFGEM document 'Implementation of measures to require compliance with international guidelines for limiting exposure to electromagnetic fields (EMF)'
 - Electronic Communications Code 2017.

11.3. Hosting agreement

- 11.3.1. The Applicant and the Council shall enter into an agreement to attach communication apparatus to any street lighting asset.
- 11.3.2. The Agreement shall be in place at the time the Applicant requests an Attachment Licence and a copy of the agreement, signed by both parties, shall be included in the submitted information (see [Section 13](#)).

11.4. 5G equipment

- 11.4.1. To improve the connectivity of residents and businesses of Oldham we will work with OFCOM approved Mobile Network Operators (MNOs) with regards the deployment of 5G equipment (including small cells, base stations, cell sites, repeaters, boosters, Wi-Fi-access points etc.,) on lighting columns across Oldham.
- 11.4.2. The Applicant agrees to adhere to this policy and must receive an Attachment Licence before installation works are allowed to commence.
- 11.4.3. Attachment Licences will only be granted to OFCOM approved Mobile Network Operators (MNOs) on an 'open access' to suitable lighting columns – i.e., no licences will be entered into exclusive use of column agreements with single MNOs.
- 11.4.4. 5G attachments shall be capable of hosting multiple MNO's concurrently and applicants must be prepared to enter into Network Sharing Agreements if required with other Ofcom approved MNO 5G providers to reduce the demand for use of lighting column assets.
- 11.4.5. Attachment Licences will only be issued on a column by column basis for a maximum period of thirty (30) months and in line with Institution of Lighting Professionals (ILP) 'Maintenance of Seasonal Decorations and Lighting Column Attachments' (PLG06).
- 11.4.6. The Council and Service Provider from time to time shall be allowed request 5G equipment to be removed and or relocated should the supporting lighting column be damaged, requires replacement or is being relocated due to highway works etc.

11.5. Clearances

- 11.5.1. All communication apparatus attachments shall be set at a minimum height of 4.50 metres above the footway level and maintain a minimum clearance of 0.50 metres from the edge of the road (see [Figure 7](#)).
- 11.5.2. Communication apparatus will not be permitted to be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- 11.5.3. The Applicant shall ensure that the height of any 5G attachment is not in conflict with, or pose a hazard, to pedestrians or other highway users and shall not obscure the visibility of traffic signs or traffic signals.

11.6. Licence application

- 11.6.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for communication attachments:
 - Applicant's agreement with the Council.
 - Details of communication apparatus (camera type, size, weight, fixings, and area of viewing).
 - Unmetered Supplies User Group (UMSUG) Change Code.

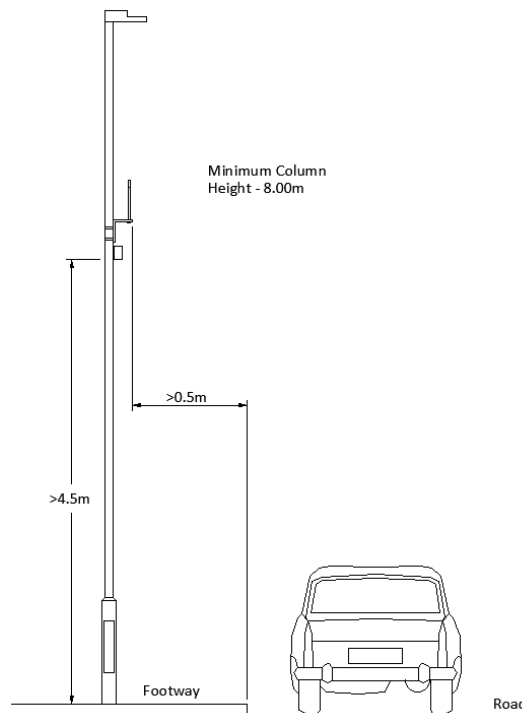


Figure 7: Clearances for communication apparatus

12. USE OF ELECTRICITY

12.1. Electrical supply

- 12.1.1. The usual method of supplying electrical energy to street lighting is via an Unmetered Supply, where energy is accounted for by calculating use from the electrical load and operating hours.
- 12.1.2. Powering electrical apparatus from the lighting columns' unmetered supply is permissible, but only if properly accounted for via unmetered supply arrangements.
- 12.1.3. If the Applicant proposes to draw electricity from lighting columns, they shall enter into an agreement with the Unmetered Supplies Operator (UMSO) for Oldham. For reference, the Unmetered Supplies Operator (UMSO) for the whole of the Council area is Electricity North West (ENW).

Unmetered Supplies Operator

Electricity North West

304 Bridgewater Place

T: 01925 846999

Birchwood Place

Birchwood Park

E: unmeteredsupplies@enwl.co.uk

Warrington

WA3 6XG

- 12.1.4. The Council or the Applicant shall also be able to declare these within their unmetered supply arrangements which will involve holding an appropriate Estimated Annual Consumption (EAC) Certificate and Meter Point Administration Number (MPAN) with the UMSO.
- 12.1.5. If a new MPAN is required these can be obtained free of charge from the UMSO, Electricity North West.
- 12.1.6. Failure to enter an arrangement with the UMSO shall be construed as theft of electrical energy, exposing the Applicant and the Council to penalty and/or prosecution.
- 12.1.7. Applicants shall allow sufficient time within their plans for electrical supply agreements to be completed prior to requesting an Attachment Licence as this could take several months.

12.2. Payment

- 12.2.1. The Applicant will be responsible for any energy consumed by the installation and will need to make the necessary arrangements with Electricity North West to agree an unmetered load certificate.
- 12.2.2. The Applicant will need to register this certificate with their chosen energy supplier and pay them for all electricity used. The Council will not pay for the additional energy consumed by the Attachment.

12.2.3. A copy of the unmetered load certificate will need to be supplied to the Council at the same time as the application and will be checked with the UMISO before a licence will be issued.

12.2.4. Failure to obtain this certificate will result in the application being rejected.

12.3. Connections

12.3.1. The Distribution Network Operator (DNO) in Oldham shall be advised of all powered apparatus being installed on unmetered supplies. Details relating to the electrical load, operating hours and duration of the installation shall be provided to enable a tariff to be agreed. This agreement needs to be signed prior to energising of the electricity supply to the attachment.

12.3.2. No electricity shall be taken from any lighting column for powered apparatus without prior written approval in the form of an Attachment Licence. All non-approved electrical connections will be removed without notice.

12.3.3. All work shall be conducted in accordance with the following standards:

- BS 7671: 2018 IEE Wiring Regulations 18th Edition.
- Electricity at Work Regulations.
- GP03 Code of Practice for electrical safety in highway electrical operations – Institute of Lighting Professionals (ILP).
- Guide to Electrical Street Furniture - The Institution of Engineering and Technology (IET)

12.3.4. Where the attachment requires an electrical supply from a lighting column, the Council shall install an IP67 commando style socket to allow the Applicant to connect their apparatus to the column electrical supply. The Applicant shall be responsible for the full cost of the commando socket installation.

12.3.5. The Applicant shall not drill any part of the Council's street lighting assets to obtain an electrical supply to their apparatus.

12.3.6. Where attachments use electrical components, they shall not be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.

13. PERMISSIONS AND OBLIGATIONS

13.1. Legislation

13.1.1. The Council as Highway Authority has various powers with regards to the control of the placing of equipment and attachments in the highway by third parties. The permissions relevant to street lighting columns are set out below:

Highways Act 1980

- Section 178 (subsection 1) grants the Council powers to approve the placing of cable, wire, or other similar apparatus over, along or across the highway.

- Section 132 (subsection 2) grants the Council powers to remove any sign which has, without consent or authorisation, been affixed to the highway, a tree, structure or works on the highway.
- Section 149 grants the Council powers to remove items including signs, placed within the highway that are considered a nuisance or a danger to highway users – including causing a danger by obstructing view.

New Roads and Streetworks Act 1991

- Section 50 grants the Council powers to issue a licence that permits the placing of third party apparatus within the highway.

Road Traffic Regulation Act 1984

- Section 65 (para 1) grants the Council powers for the placing of temporary traffic signs to housing sites to aid drivers to reduce unnecessary congestion and vehicle movements.

13.2. Licence application

- 13.2.1. The Applicant shall submit a written request to the Council, seeking an Attachment Licence to install attachments on or above the highway in accordance with this policy (email: street.lighting@oldham.gov.uk)
- 13.2.2. The Applicant shall ensure that where applicable, relevant planning and other consents have been obtained prior to making an Attachment Licence application.
- 13.2.3. The Council and Service Provider will review the application upon production of all required documentation and will either issue an approved Attachment Licence or Licence Refusal Notice within ten (10) business days.
- 13.2.4. All Attachment Licence requests shall be completed with the following information:
- The name, address, and contact details of the Applicant.
 - Reason for erecting the attachment.
 - Detail drawings of the proposed attachments and street lighting asset locations. This should, preferably, be on Ordnance Survey maps, being at a scale of at least 1:1000.
 - Dates when it is proposed that the works will start on the installation of the attachment, the duration of the use, and the date by which removal works will have been completed.
 - A copy of insurance cover demonstrating that the Council is indemnified against all loss damage or claims relating to the installation, operation, and removal of the attachments.
 - Contact details of the Applicant and responsible person to deal with emergency situations both during and outside normal working hours. A maximum two (2) hour response time is required to attend emergency faults and issues.
 - Reports by structural engineer to confirm that structural integrity of street lighting assets to which signage is attached are not compromised.
 - Details of the proposed method of working and risk assessments ([see Section 13](#)).

- Details of where and how electrical supplies (if any) are to be taken from the street lighting assets.
- The arrangements made with the DNO for the billing of electrical energy (incl. UMS apparatus codes and MPAN numbers).
- Confirmation that the Applicant has read this policy document, and that the requirements contained within will be met in full.
- Confirmation of column structural compliance from manufacturer.
- Reports by qualified structural engineer to confirm that structural integrity of anchors and Council apparatus to which attachments and associated infrastructure is attached are not compromised.

13.2.5. The following attachments require additional information which can be found in the relevant section of this document:

- Highway signage - see [Section 3](#)
- Event signage - see [Section 3](#)
- Temporary notices - see [Section 3](#)
- Royal British Legion Poppies – see [Section 3](#)
- Banners - see [Section 4](#)
- Bunting (buildings only) - see [Section 5](#)
- Hanging baskets - see [Section 6](#)
- Seasonal decorations - see [Section 7](#)
- Catenary wires (buildings only) - see [Section 8](#)
- Closed Circuit Television (CCTV) - see [Section 9](#)
- Traffic survey counters and cameras – see [Section 10](#)
- Communication apparatus - see [Section 11](#)
- Electric Vehicle Charging Points (EVCP) – see [Section 12](#)

13.3. Licence period

13.3.1. The Attachment Licence issued by the Council as Highway Authority will not be ‘open ended’ and an application will need to be made each time it is proposed to install attachments. The Council will issue an Attachment Licence for a maximum period as shown in [Table 4](#) below:

Attachment	Licence Period
Traffic / highway signage (TSRGD)	Permanent
Temporary signage	Six (6) months
Housing development signage	Thirty (30) months
Event signage	Event days plus five (5) days before and after
Banners	Six (6) months
Hanging baskets	Twelve (12) months
Catenary	Six (6) months
CCTV cameras	Twelve (12) months

Attachment	Licence Period
Traffic survey counters and cameras	Survey days plus (5) days before and after
Communications	Twelve (12) months
Season decorations	Display period

Table 4: Attachment Licence Periods

13.4. Termination

- 13.4.1. Where an Attachment Licence for a permanent installation is required, the Council will not accept any costs for repeat structural or electrical assessment, maintenance, removal or replacement of the attachment or any associated electrical apparatus.
- 13.4.2. An Attachment Licence for a temporary installation will be for a specific period, it will not be open ended or allowed to “roll on” to future periods.
- 13.4.3. The Attachment Licence will end when:
- The Council gives reasonable notice.
 - Applicant gives notice to the Council.
 - The licence period has elapsed.
- 13.4.4. Once the Attachment Licence is terminated, all attachments shall be removed to the satisfaction of the Council within five (5) working days.

13.5. Enforcement

- 13.5.1. For the Council to meet its duty to keep the public highway safe and to protect the integrity of its assets, any unauthorised attachments identified will be removed by the Service Provider immediately, without notice and any costs incurred in doing so may be recharged to the person and / or organisation responsible.
- 13.5.2. The Council will retain any unauthorised attachments removed for a period of thirty (30) days after which they will be disposed of. Should any person or organisation wish to recover any unauthorised attachments within the retention period, they may be required to pay a release fee, the fee being the current agreed rate at the time of the request.
- 13.5.3. Any person or organisation erecting or installing apparatus on or above a public highway without consent under Section 178 of the Highways Act 1980 is committing an offence and may be liable to prosecution by the Council.
- 13.5.4. Persistent offenders will not be tolerated, and the Council will seek to prosecute any person and / or organisation responsible for the installation of unauthorised attachments on a regular basis.
- 13.5.5. Failure to renew an Attachment Licence may result in the removal of the attachment and refusal of any further applications.

13.6. Insurance

- 13.6.1. The Applicant shall obtain a certificate of insurance, indemnifying the Council against all losses, action, proceedings, claims, costs, or damages that may arise from the installation, erection, presence, maintenance, and removal of any attachment and for the correction of any defects that arise because of making the attachment.
- 13.6.2. The minimum level of insurance indemnification for any one single incident is shown in [Table 5](#) below:

Insurance	Minimum Cover
Public Liability	£10,000,000
Professional Indemnity	£5,000,000
Employers Liability	£10,000,000

Table 5: Insurance Cover

13.7. Additional licences and permits

- 13.7.1. Prior to application submission, the Applicant shall consult with the various other arms of the Council and outside organisations to obtain all relevant additional permits. Organisations include the following:
- Permission under Town and Country Planning, Historic Listed Buildings and Advertisement Regulations.
 - Roadworks Permit.
 - Council Parks Team.
 - Special Events Authorisation Permit.
 - Greater Manchester Police (GMP).
 - Council CCTV Operations.
 - Necessary permission from adjacent private building or landowners.

13.8. Competency assessment

- 13.8.1. Works in the public domain must be compliant with Construction, Design and Management (CDM) regulations. This document places the responsibility and a legal duty on the Applicant for ensuring the competent and qualified individuals are engaged on the various aspects of the work.
- 13.8.2. The Applicant will need to provide evidence that the person conducting the work is competent to use apparatus required to install, maintain, and remove the attachment.
- 13.8.3. Competency requirements will differ, dependant on the type of attachment, but for any attachment not requiring an electrical supply, the minimum personnel competency requirements shall be:
- manual handling.

- emergency aid in the workplace for appointed persons.
 - traffic management in accordance with NRWSA.
 - either ladder training or Mobile Elevated Work Platform (MEWP), as appropriate to the risk assessment and method statement (MEWP's is preferable, as this is much safer).
- 13.8.4. For any works requiring an electrical supply, the minimum competency requirements shall be the above, plus the following:
- City & Guilds 2382 17th edition.
 - G39 Level 1.
 - Electro technical Certification Scheme (ECS) Health and Safety Assessment.
 - NICEIC registration for street lighting.

13.9. Safe working practices for installing attachments

- 13.9.1. The installation, maintenance, and removal of attachments within public areas can expose both the person conducting the operation and members of the public to various hazards. For this reason, it is essential that any person doing this work is competent to do so.
- 13.9.2. The Applicant shall provide risk assessments and method statements covering structural testing, installation, and removal of any attachments with their Attachment Licence application.
- 13.9.3. Ladders shall not be placed against lighting column shafts and self-supporting ladders; free-standing platforms or mobile elevated work platforms shall be used as appropriate.

13.10. Traffic management and streetworks

- 13.10.1. It is the Applicant's responsibility to arrange and pay for any temporary traffic management required to aid the structural testing to be conducted, or the installation and removal of any Attachments. The installation of attachments may require the use of temporary traffic management or the partial blocking of the highway. The use of temporary traffic management will require a Streetworks Notice under the New Roads and Street Works Act (NRSWA) 1991.
- 13.10.2. To obtain a Streetworks notice or advice, please contact the Council's Streetworks Team (email: highways@oldham.gov.uk).
- 13.10.3. All proposed Attachments on or above the highway shall be installed in accordance with PLG06 Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments (ILP) and the New Roads and Street Works Act (NRSWA).
- 13.10.4. No traffic management is to be installed during the times of 07:30 - 09:30 and 15:30 - 19:00 unless express written permission is given by Oldham Highway Network Management.

13.10.5. All scaffolds and mobile working platforms must be within a clearly defined work area and under no circumstances must work be undertaken above live pedestrian or vehicular traffic.

14. APPENDICES

- **Appendix A** - Section 178 Licence for Street Lighting Attachments
- **Appendix B** - Section 178 Licence for British Legion Poppies

Application for Attachments onto Highway Lighting Columns on or above the Highway – Section 178 Licence of the Highways Act 1980

Please provide all the information requested below (if applicable) to apply for a licence to install Attachments to Highway Lighting Columns. Please include additional information on separate sheets:

Section 1 – Applicant Details		
Date of Application		
Name / Organisation		
Address		
Contact Number		
Email Address		
Emergency Contact (24hrs)	Name	Contact Number
Section 2 – Contractor / Installer Details		
Contractor		
Address		
Contact Number		
Email Address		
Emergency Contact (24hrs)	Name	Contact Number
Professional Approved Body (Attach copy of certificate)	Name	Membership Number

Section 3 – Competency

Provide list of competencies approved people working on installation and testing works

Name	Company	Certification

Section 4 – Plans / Drawings

Provide detailed plans/drawings of the proposed installation showing locations and number of each lighting column to have an attachment, as well as anchor points for catenary wires

Plan / Drawing Number(s)	
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Section 5 – Structural

Has the Applicant provided a Structural Engineer Report covering the testing of catenary anchor points (Please tick)	Yes		No	
Has the Applicant provided a Structural Engineer Report covering the testing of public lighting columns (Please tick)	Yes		No	

Provide details of where structural testing were taken from:

Provide on separate sheet if necessary.

Section 6 – Installation

Installation Date (DD/MM/YY)		Removal Date (DD/MM/YY)	
Hours of Operation (HH:MM)	From		To
Attachment Type (Please tick)			
Signage		Banners	
		Seasonal Decorations	
CCTV		Comms	
		Traffic Counter	
Other			
If 'Other' please state:			
Does the application require catenary wire stretched across the Highway (Please tick)	Yes		No
Does the application require attachments to public highway lighting columns (Please tick)	Yes		No

Section 7 – Signage Details

Provide signage details on a plan and schedule as per Appendix 3.

Plan / Drawing Number(s)

Section 8 – Banner Details

Supplier

Material

Mounting System

Provide a copy of your banner artwork.

Section 9 – Hanging Basket Details

Hanging Baskets			Hanging	Clamped
Number of baskets at same height	No.			
Basket weight each (watered). Total weight for clamped	(W) kg			
Mounting Height	(H) m			
Diameter	(D) m			
Eccentricity (distance between column and basket centres)	(E) mm			Zero
Orientation (attachment in relation to the lantern)	Under lantern	0°		Not required
	Right angles to lantern	90°		
	Opposite lantern	180°		
Has the Applicant provided details of hanging basket maintenance including method statements and maintenance organisation (Please tick)			Yes	No

Section 11 – Closed Circuit Television (CCTV) Details

Provide copies of your Data Protection Policy and camera signage.

Camera weight	(W) kg	
Camera Size	(W) x (H) x (D) mm	
Eccentricity (distance between column and camera centres)	mm	
Orientation (attachment in relation to the lantern)	Under lantern	0°
	Right angles to lantern	90°
	Opposite lantern	180°

Section 12 – Communications							
Apparatus weight		(W) kg					
Apparatus Size		(W) x (H) x (D) mm					
Eccentricity (distance between column and apparatus centres)		mm					
Orientation (attachment in relation to the lantern)	Under lantern	0°					
	Right angles to lantern	90°					
	Opposite lantern	180°					
Section 13 – Electrical Details							
Does the attachment require an electrical supply from public highway lighting column or feeder pillar (Please tick)			<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No					
Please provide details of where electrical supplies will be taken from:							
Provide on separate sheet if necessary.							
Section 14 – Energy Requirements							
Voltage Required		Total Load (Wattage)					
Details of Energy Supplier	Supplier (DNO / UMSO)		Account / MPAN Number				
Provide a copy of your unmetered load certificate provided by your chosen energy supplier.							
Section 15 – Attachment Insurance							
Public Liability Insurance (Applicant)							
Name of Insurance Company							
Policy Number							
Amount		£10,000,000					
Section 17 – Traffic Management / NRSWA							
Details of the proposed traffic management requirements for the structural testing and the installation and removal of the attachments.							
Plan / Drawing Number(s)							
NRSWA Permit Number							

MEWP / Platform Permit Number				
Section 18 – Risk Assessment and Method Statements				
Has the Applicant provided Risk Assessments (Please tick)	Yes		No	
Has the Applicant provided Method Statements (Please tick)	Yes		No	

Notes
<p>Note 1: The consent given by this notice is solely for the provisions of Section 178 of the Highways Act 1980 and does not exempt the Operator from obtaining any further consents or permission which may be required.</p> <p>Note 2: This consent is granted pursuant to sub-section (1) of Section 178 and the Operator’s attention is drawn to:</p> <ul style="list-style-type: none"> a) Section 294 of the Highways Act 1980 which provides powers for representatives of the Highway Authority to satisfy themselves that the works of construction and maintenance are properly carried out. b) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows: <ul style="list-style-type: none"> “Subject to subsection (3) below, a person aggrieved by the refusal of consent under subsection (1) above or by any terms or conditions attached to such consent may appeal to a magistrate’s court.” Subsection (3) states: <ul style="list-style-type: none"> “No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to consent given by him under this section if he declared the term or condition to be necessary for the purpose of securing the safety of the persons using the highway to which the consent relates or of preventing interference with traffic on it.” <p>Note 3: Any person or organisation erecting or installing CCTV apparatus on or above a public highway without consent under Section 178 of the Highways Act 1980 is committing an offence and may be liable to prosecution by the Highway Authority.</p>

On behalf of the Applicant (“the Operator”)			
<p>In consideration of the Highway Authority granting the written consent to the Operator under Section 178 of the Highways Act 1980, the Operator shall comply in full with the ADEPT Code of Practice for such works and shall indemnify the Highway Authority and their servants and agents against all loss, damage or expenses and any claims, actions, proceedings or demands (including any necessary incidental costs) which may arise out of the granting of the consent except to the extent that such loss, damage, expenses, claims, action’s proceedings or demands are attributable to the wilful default or negligence of the Highway Authority, their servants or agents.</p>			
Name		Position	
Signed		Date	

On behalf of Oldham Council (the Highway Authority)

The Oldham Council as Highway Authority for the highways listed above hereby gives consent pursuant to Section 178 of the Highways Act 1980, to the Licence Applicant (“the Operator”) to erect, maintain, operate, and remove apparatus on or above the highways listed on the attached schedule and plan.

The apparatus shall be as detailed on the plan submitted with application dated reference Licence Number and any specific additional or modified requirements set in writing by PFI Street Lighting Manager and attached to this consent.

This consent shall operate until the licence end date unless the Operator wishes to make significant changes to the installation in which case a new application is required.

The installation work shall commence, and the removal work be completed not more than before and after the period of operation.

The apparatus shall be installed and operated according to the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Code of Practice for such works.

Section 178 Attachment Licence

Licence Applicant			
Licence Name			
Licence Number			
Licence Start Date		Licence End Date	
Approved by		Position	
Signed		Date	

Application for Attachments of Royal British Legion Poppies to Highway Lighting Columns on or above the Highway – Section 178 Licence of the Highways Act 1980

Please provide all the information requested below (if applicable) to apply for a licence to install poppies to Highway Lighting Columns. Please include additional information on separate sheets:

Section 1 – Applicant Details		
Date of Application		
Name / Organisation		
Address		
Contact Number		
Email Address		
Emergency Contact (24hrs)	Name	Contact Number
Section 2 – Locations		
Provide detailed locations of the proposed installation with number of each lighting column to have a poppy attached.		
Road Name and Town	Column No.	Location (i.e., outside No.1)

On behalf of the Applicant (“the Operator”)

On behalf of the Operator apply for permission under Section 178 of The Highways Act 1980 to display poppies on street lighting columns as illustrated on the schedule listed in this application and agree to comply with condition set out in Oldham Council Street Lighting Attachment Policy.

Name		Position	
Signed		Date	

This Application can be returned to via to street.lighting@oldham.gov.uk or via post to Street Lighting PFI Contract Monitoring Team, Unit E2, John Boyd Dunlop Drive, Kingsway Business Park, Rochdale OL16 4NG.

On behalf of Oldham Council (the “Highway Authority”)

The Oldham Council as Highway Authority for the highways listed above hereby gives consent pursuant to Section 178 of the Highways Act 1980, to the Licence Applicant (“the Operator”) to erect, maintain, and remove Royal British Legion poppies on or above the highways listed on the attached schedule.

This consent shall operate until the licence end date unless the Operator wishes to make significant changes in which case a new application is required.

The installation work shall commence, and the removal work be completed not more than five (5) working days before and after the period of operation.

Section 178 Attachment Licence

Licence Applicant			
Licence Name			
Licence Number			
Licence Start Date		Licence End Date	
Approved by		Position	
Signed		Date	