



Installation of Decorative and Festive Attachments to Street Lighting, Traffic Signs and Traffic Signals on Trunk Roads in Wales - Guidance for the Public

Instructions for Use

This guidance outlines the application process for anyone seeking to install decorative attachments to electrical assets on the Welsh Trunk Road.

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Table of Contents

1.	Introduction to the Guidance and Application Process	Page 3
2.	Background	Page 3
3.	What are decorative and festive attachments?	Page 5
4.	Things to consider prior to submitting the application.	Page 5
5.	You will need to produce and submit the following documentation, please see check list below:	Page 6
6.	How much will the application cost?	Page 7
7.	The design, installation and removal costs	Page 7
8.	For further guidance and information on best practice	Page 8
9.	Terms of Reference	Page 8
10.	Where can I get further information?	Page 9

1 Introduction to the Guidance and Application Process

- 1.1 This guidance note is based on the requirements of the Section 178 Highways Act 1980. It outlines the application and approval process for the installation, operation, maintenance and removal of seasonal decorative or third party attachments to Welsh Government trunk road electrical assets on or above the highway. The document seeks to ensure that all works undertaken are carried out in a safe manner which is not a risk to other road users.

2. Background

- 2.1 The Welsh Government is directly responsible for the motorway and trunk road network in Wales (figure 1). All other roads in Wales are the responsibility of the relevant local authority.
- 2.2 Only traffic signs prescribed by the Traffic Signs Regulations and General Directions 2016 (TSRGD) (or any subsequent amendment), or otherwise authorised by the Welsh Ministers may be erected within the highway boundary. In respect of street furniture and other fixed items of equipment associated with the operation of the network, only equipment that meets the appropriate trunk road and motorway highway standards may be installed within the trunk road highway boundary.
- 2.3 Applications for any third party attachments to street lighting columns, traffic signs and traffic signals must be submitted to the relevant Trunk Road Agent and final approval granted by Welsh Government. Attachments shall not exceed the column manufacturer's specifications.
- 2.4 The Welsh Government recognises that festive decorations (including banners, floral arrangements and festive decorations) are a welcome sight in the community and providing these are not for commercial purposes, will consider proposals from stakeholders. Wherever possible they will be permitted with written consent in accordance with this guidance note.

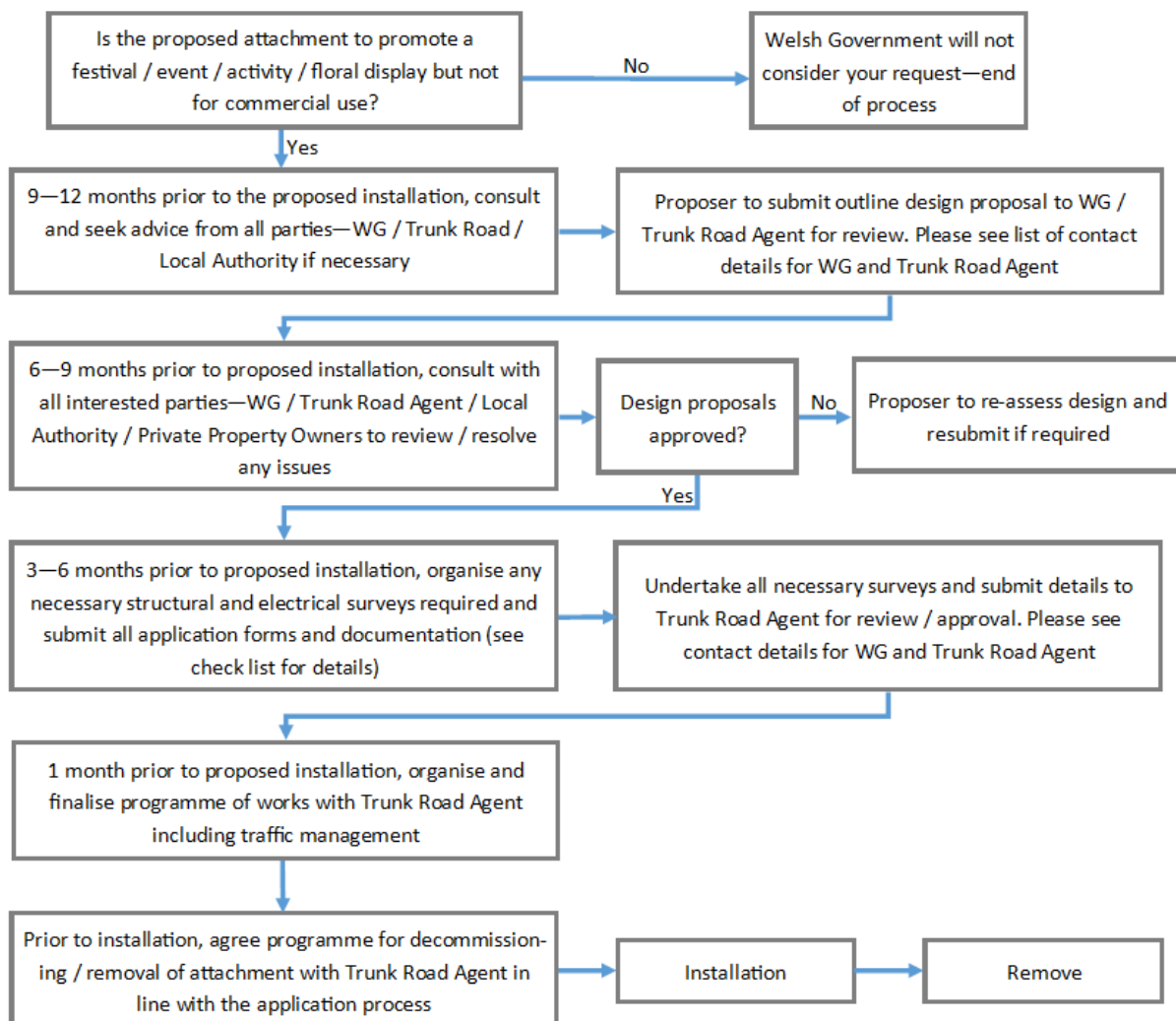
3. What are decorative and festive attachments?

3.1 Attachments such as banners promoting festivals (providing they are not for commercial purposes), seasonal decorative lighting, floral displays and catenary/festoon decorations/lighting above the highway.

4. Things to consider prior to submitting the application.

4.1 The Welsh Government and its Trunk Road Agents will only consider requests for attachments to street furniture as outlined above, which is designed or tested to accommodate the additional load and meets the criteria outlined within the application process.

4.2 If you are considering making an application to install decorative and festive third party attachments to street furniture on the Trunk Road in Wales, first follow the flow chart below to establish the eligibility of your proposed application and typical timescales.



4.3 Please consider the following requirements below before deciding whether to submit a formal application:

- Is the purpose of attachment to enhance the street scene e.g. floral displays or festive lighting?
- Are you seeking to promote an event e.g. festival, but not for commercial purposes?
- The street furniture will not be considered suitable if the equipment has been given a structural retest period of less than 5 years.
- In the event that the existing street furniture is not suitable to accommodate the additional load, if no other suitable option exists, a higher-strength column may be considered for installation at the proposer's expense.
- The content displayed on banners must not be of a commercial, political or offensive nature. WG reserves the right to remove anything deemed offensive or that has become unsafe at short notice and with all costs charged to the applicant.
- Have you sought permission from the local highway authority or other third parties such as privately owned or managed properties, if it is your intention to erect your attachments to their premises or equipment?
- Have you considered how you propose to erect/install and remove the attachments? All installation works including working at heights and electrical installations must be undertaken in a safe manner by qualified and competent personnel. Further information can be obtained from the Health and Safety Executive (HSE), please see website links at the end of this document.
- This document does not cover installations or connections to soft estate or landscaping vegetation. Guidance should be sought from the Welsh Government or Trunk Road Agent Environmental teams.

5. You will need to produce and submit the following documentation, please see check list below:

- Application form for Permission to install and Operate Seasonal Decorations on or Above the Public Highway. This can be obtained from the Trunk Road Agent.
- Copy of your Public Liability Insurance Certificate and Schedule as outlined in the application form demonstrating you have the appropriate level of insurance cover in place.
- The schedule/specification of decoration/lighting equipment proposed to be used and how it will be attached to the existing street lighting columns or other street furniture to include the proposed weight, windage and type of fixing.
- Site specific risk assessments and method statements for installation, maintenance and removal of your decorations/attachments.

- Detailed Plans of the proposed scheme illustrating fixing points, existing street lighting column or traffic sign numbers, and electrical isolation points as appropriate. The Welsh Government and its Trunk Road Agent can assist and offer guidance.
- Certification for design, installation and testing involved with the seasonal decoration scheme (including electrical and structural certification).
- Evidence of competency for each person who will carry out work on equipment on the highway at heights must be provided. Further information can be obtained from the Health and Safety Executive (HSE), please see website link at the end of this document.
- Evidence of permission to erect the attachments to local authority or private property (if applicable).

5.1 For electrical works the following documentation must be produced and submitted as appropriate:

- The connected electrical load for information purposes as appropriate.
- The unmetered supply agreement with the Regional Electricity Company (if applicable).
- Evidence that there are arrangements in place to pay for the energy consumption of the equipment (if applicable).
- Evidence of competency for each person who will carry out work on electrical equipment on the highway in accordance with the National Highways Sector Scheme 8 (NHSS 8).
- Contact details must be provided for competent persons that are available in the event of emergency attendance being required (response time of 2 hours is required).
- The operating hours of the equipment (if applicable).

6. **How much will the application cost?**

There is no cost for making an application. However any costs incurred by Welsh Government or its Agents due to third party installations to its assets will be recharged to the applicant.

7. **The design, installation and removal costs**

Applicants are often surprised by how much an installation of third party attachments to street furniture or across the highway costs, because they are not aware of all the work involved in their approval process and installation. Costs will be dependent on the nature of the installation and type of attachment to be installed but would typically include:

- The cost of the design, installation, maintenance and removal of the attachment
- Structural and electrical testing
- Cost of new street furniture if required
- Site Investigation
- Traffic Management

8. For further guidance and information on best practice please refer to:

Code of Practice for the Installation, Operation and Removal of Seasonal Decorative Attachments, jointly published by the County Surveyors' Society and the Institute of Lighting Professionals (ILP). The Code of Practice will guide applicants through the process and the detailed safety requirements and responsibilities involved.

The latest publication is available from
 The Institution of Lighting Professionals
 Regent House,
 Regent Place,
 Rugby,
 CV21 2PN
 Telephone: 01788 576492
 Email: info@theilp.org.uk
<https://www.theilp.org.uk/resources/>

Further information on the National Highways Sector Scheme 8 (NHSS 8) and the Highways Electrical Registration Scheme (HERS), together with guidance and Frequently Asked Questions (FAQ's) can be obtained from the HERS web-site at <http://www.thehea.org.uk/hers/> or by calling 01903 705140.

Further information on Health and Safety related matters can be obtained from the Health and Safety Executive (HSE) websites:

Health and Safety Executive - Local Government frequently asked Questions-
<http://www.hse.gov.uk/services/localgovernment/faq.htm>

Health and Safety Executive - Working at Heights – A brief guide document -
<http://www.hse.gov.uk/pubns/indg401.pdf>

9. Terms of Reference

- Code of Practice for the Installation, Operation and Removal of Seasonal Decorative Attachments.
- National Highway Sector Scheme 8 (NHSS 8) and the Highway Electrical Registration Scheme (HERS).
- Section 178 of the Highways Act 1980
- New Roads and Street Works Act (NRSWA) 1991.

- Application form for Permission to Install and Operate Seasonal Decorations on or above the Public Highway.
- Permission form to erect decorations across a Trunk Road.
- Traffic Signs Regulations and General Directions (TSRGD).
- <http://www.adeptnet.org.uk/sites/default/files/documents/Seasonal%20Decorations.pdf>

10. Where can I get further information?

Contact details for the Welsh Government for queries on the guideline document are as follows:

Standards Feedback and Enquiries@gov.wales

To obtain a copy of the Section 178 - application form please contact the Welsh Government's Trunk Road Agents' who administer the application and permission requirements:

South Wales Trunk Road Agent
Unit 12, Llandarcy House
The Courtyard,
Llandarcy,
Neath,
SA10 6EJ

E-mail: enquiries@southwales-tra.gov.uk

Telephone: 01792 325900

NMWTRA – address

North & Mid Wales Trunk Road Agent,
Unit 5,
Llys Britannia,
Parc Menai,
Bangor,
LL57 4BN

E-mail: enquiries@nmwtra.org.uk

Telephone: 01286 685180