



City of Westminster

# Westminster City Council

Third Party Attachments / Smart Lighting Column Guidance



V1

May 2020



## Document control

Version Number	Purpose	File Name	Date of Issue
1.0	For issue	Lighting design guide	May 2020

## This document

The document covers the requirements and approach to be undertaken for any attachment proposed to an existing lighting column as well as considerations on how new columns can be specified to accommodate such attachments without affecting their structural capacity.



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## 1. Introduction

We are seeing a range of attachments including new Smart Devices / Smart Space technologies requiring installation public realm which can benefit local authority services as well as create interest and improve their customer experience be, they residents, workers, businesses, tourists or just people passing through.

The Highway Code of Practice 'Well managed highway infrastructure' rightly requires authorities to consider de-cluttering their streets and this aligns with Westminster's highway strategy and attachments need to be considered under this.

Lighting columns are rightly seen as a facilitator in these considerations, they are located regularly across the city, have height and power. and are regularly placed across the public realm. All aspects that are desirable. When considering such strategies / approaches the asset authority must be mindful that lighting columns are structures, they have been designed to support a luminaire, bracket, sign and perhaps some other specific attachments. Therefore, it is important that they are considered as a structure and their structural capacity assessed when making any attachment consideration.

A lot will depend upon the design and details of the attachment concerned and it may be that an existing column can facilitate such additions with no impact on its structural capacity. However, it may also be likely that the column is already fully loaded, and any additional attachment may cause it to fail and potentially collapse, as has been the case in various parts of the UK.

Within Westminster not all columns are the same and a number will not be suitable due to their design, age, base materials be suitable for any additional attachments.

This document looks to these requirements and provides a strategy for how such considerations can be assessed and managed now and for the future. Every attachment needs to be considered by the council and this requires due assessment time and costs to determine if the attachment can be permitted on existing equipment or if new will be required.

The Institution of Lighting Professionals together with UK Lighting Column Technical Forum, BSi and the European Humble Lamp Post project will be producing a range of national and international guidance regarding the assessment and specification of existing and new columns to support third party attachments. These documents will also consider the design of such attachments to minimise the weight and windage loading onto the support structure. This guidance documents draws and references this current work.



## 2. Scope

The purpose of this document is to enforce the understanding that a lighting column is a minor structure and to highlight the factors that must be addressed when designing and considering the physical integration of other equipment / attachments onto or within lighting columns aimed at facilitating including but not limited to:

- Public realm / street lighting;
- Electric vehicle infrastructure;
- Safety and security in public spaces;
- Traffic monitoring and control;
- Temporary installations such as festive decorations, signage, cctv, hanging baskets, markets, filming, and / or permanent installations;
- Traffic and / or pedestrian counters;
- Wi-Fi, 5G and similar equipment;
- Banners;
- Smart cities technologies; and
- Tourism generating area interest.

Such attachments improve services, promote security and provide a benefit to residents, businesses and tourism alike.

This document details Westminster's process of application and approval for any Westminster department or organisation wishing to install, operate and remove any attachment within the City. Within the city there are many different types and designs of street lighting columns, therefore, it cannot be assumed that all columns can accommodate the integration of attachments and the structural properties of the column must be assessed to ensure they remain stable.

Depending on the specific request, a range of different departments of the City Council may be involved in considering the application to erect the attachment within Westminster's public realm. Certain requests may require a combination of statutory consents to be sought before a Highway License can be issued (for example, planning permission, listed building consent, advertisement consent, building regulations approval or authorisation to close a road) and will take longer to process.

It shall be noted that all requests for attachments to the existing asset structures will take time and involve applicant costs to process, these are advised within the appropriate sections of this document.



### 3. Attachments

Whilst recognising the pleasure and economic benefits to an area that attachments may bring the organisers and installers of these must keep in mind that such installations apply additional loadings to the lighting column which must be considered and then managed and maintained throughout the life of the installation.

Special attention is required when attachments require access within the column for power connections or cabling to other related equipment. It must be remembered that this equipment is subject to adverse weather conditions, especially in winter, and a hastily erected attachment could easily bring tragedy instead of joy.

There is also a need to be realistic, one column cannot support everything, and due consideration has to be made for distributing attachments within an area and considering what combinations of attachments a column may support at different times of the year.

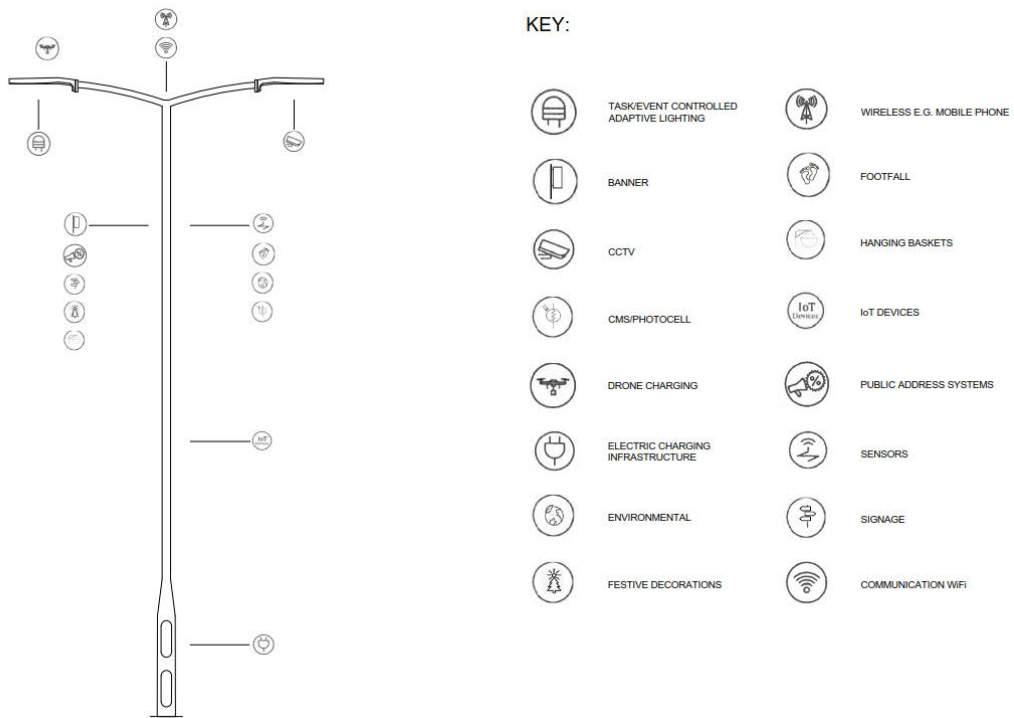


Diagram indicating potential attachments

Attachments may be considered in combinations; however, it is never expected that one column will have to support all and that some of these attachments may be seasonal and therefore never attached at the same time and other attachments may only be fitted for a short duration of time.



## 4. Health & safety

Whoever instigates the requirement for the attachments, be it the council or a third party that party assumes the main responsibility for Health and Safety. They are required to ensure that the correct application process is followed and that all attachments are correctly supported and electrically safe and as such do not present a potential hazard to the public. This extends to ensuring that site specific risk assessments are undertaken, and all risks mitigated. The addition of an attachment to a column is a design process and comes under the Construction Design and Management (CDM) Regulations. Therefore, competent designers are required at all stages when considering any attachment.

Those accepting commissions to consider attachments to columns are reminded that no duty-holder must accept an appointment unless they are competent to undertake the work and evidence of competency will be required.

The competency of staff carrying out design shall be assessed against the relevant Professional Organisation and Engineering Council requirements for the roles they are undertaking. Competency of those undertaking site surveys shall be taken as registration with the Construction Skills Certification Scheme (CSCS). For those site staff accessing electrical equipment and the installation of equipment shall registration of the organisation and staff to the Highway Electrical Registration Scheme (HERS). No unregistered HERS / NHSS8 organisations shall undertake any electrical work in relation to any attachments requiring an electrical connection.



## 5. Columns

### 5.1. Design / specification

Westminster column design specification

Columns within Westminster have been specified to PD6547 and designed to comply with BS EN 40: Lighting columns prior to 2015 the specification was:

- Column to support defined bracket and luminaire(s) plus a sign of maximum area 0.6 m<sup>2</sup> located at 2.5 above ground level with a 0.3m offset plus two hanging baskets.

Post 2015 the specification is based upon the London Lighting Engineer Group (LoLEG) London specification as provided with Appendix A, which, for example looks to the following additional attachment requirements;

- Columns provided at 8m or greater mounting height shall be designed to accept:
  1. A banner of windage no greater than 2.0m x 0.8m
  2. Festive decorations with a maximum windage of 1.0 square metres and weight of 20 Kg located at a height of 7 metres above ground level (centre of decoration) with a maximum off set (middle of column to middle of decoration) of 0.5 metres.
  3. Double hanging basket each of 0.65m dia at 0.525m offset of 0.3m<sup>2</sup> mounted to provide a clearance of 2.5m.
  4. CCTV unit of maximum windage of 0.3 m<sup>2</sup> and weight 5 kg of located at a height of up to 7 metres above ground level with a maximum off set of 0.3 metres.

Note:

Items 1 and 3 may be installed concurrently, item 2 not be installed when items 1 and 3 are in place.

### 5.2. Attachment design

The designer of any attachment needs to carefully consider how the attachment will be implemented and the first questions must be:

1. Does it need to be attached to the column?
2. If so how can its impact be minimised? this may be by:
  - Careful design of the attachment to minimise weight and windage;
  - Location and means of attachment to ensure full operational and maintenance access is maintained i.e. does not obstruct operations, door access of obscure signage; and
  - Consideration if only part, say an antenna needs to be on the column and the associated equipment located in the base section (this may require a double door column) or remote from the column within a suitable housing whilst ensuring that street clutter is minimised.

It is also important that the designer understands the design and nature of the column especially if there is a requirement to drill the column for cabling and how this can affect the structural integrity of the column. These points are advised latter within this document and in more detail within a forthcoming ILP guidance note.





The following attachment details need to be determined and provided:

- Type of attachment;
- Weight (kg);
- Overall dimensions (height, width and depth (m));
- Solidity (percentage) / drag factor;
- Mounting height to underside;
- Eccentricity (offset) to column centre line;
- Electrical requirements;
- Electrical loading, wattage and UMSUG code where applicable; and
- Hours of operation i.e. dusk to dawn, dusk to curfew.

### 5.3. Attachment location

The location of the attachment should be such as to not affect standard maintenance operations and access to the column which includes access the base compartment, in addition it should not obstruct other public realm services such as adjacent / local area CCTV surveillance.

Consideration needs to be given as to the orientation of the attachment and its supports which should not project into the carriageway or within 0.5 metres of the kerb edge and provide the appropriate clearance between ground level and the lowest point of the attachment. The clearance being measured between the edge of attachment to the face of kerb.

### 5.4. Assessment considerations

Within Westminster not all columns are the same, many have base embellishment kits, others are manufactured from cast iron, may be Listed or the attachment may not be considered aesthetically suitable for the column. In these cases, depending upon the attachment concerned they may not be approved. In general, only steel columns will be suitable for many attachments.

As part of the process when considering additional attachments to an existing column you should first contact the Lighting Manager ([dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)) who will advise on the feasibility and suitability of the column(s) concerned for supporting such equipment.

Should indication be given that the column(s) are suitable then a structural integrity check should be undertaken based upon the requirements of BS EN 40 by a suitably competent person, such checks shall include the critical sections of the column including:

- Bracket arm / luminaire support;
- Bracket / column shaft connection;
- Shaft;
- Swage joint(s);
- Door opening (top and bottom); and
- Ground level.

This review will also consider the existing attachments in terms of luminaire weight and wind area, any signage and if any additional equipment has been attached to the column.

The above check will establish the current condition and structural capability of the column which the additional change in load can then be considered against. It may perhaps indicate that the change in load reduces in which case depending upon attachment the structure should be suitable for the



attachment or it will indicate that it will increase. In such cases the column design needs to be assessed by a competent structural / civil engineer to determine if the column is fully loaded or has spare capacity and / or how the attachment may change the existing strength of an existing part or location along the column.

Information that will aid the above should be contained within Westminster street lighting asset inventory system and includes:

- The column specification / design details;
- Date of column installation;
- Column Condition Index (CCI)<sup>1</sup>;
- Inspection and Non-destructive testing data; and
- Permitted attachment schedules.

Where it is determined that existing columns cannot facilitate the desired attachments then due consideration shall be given to replacing them with columns that are designed and specified to support the proposed and potentially future loads required. In general, this would require a column of the same style as that being replaced and fit in with the local area.

In more public communal, retail and leisure areas due consideration could be given to specialist columns where many of the attachments are contained suitably within the column, as indicated below.



Typical integrated column (courtesy of HESS)

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<sup>1</sup> Institution of Lighting Professionals (ILP) Guidance Note GN22 Asset management Toolkit: Minor Structures



## 5.5. Column modifications

Many attachments are likely to require power, there are options that this can be obtained via the photocell / CMS socket where fitted using a range of adaptors / interfaces that have been specially designed for the purpose and is a less intrusive methodology or there may be a request to drill a hole in the column.

When considering gaining power from within the column it is important that the construction and structural loading of the column is understood, and this will be a factor of its specification but also where it is within its life cycle. In general, within the council additional holes within a column will only be permitted on steel columns.

The following needs to be borne in mind when considering making any hole within a column;

- Size of hole;
- Location(s) along / around the column;
- Effect of structural strength of the column;
- How is the hole finished / parent material protected from corrosion? and
- Need to ensure IP rating of column.

The stresses within a lighting column increase from the top of the column shaft to the bottom i.e. with increasing wind bending moments. A column is designed to support the expected load and several apertures including the column base compartment form part of that design. The stress concentrations around additional apertures / holes increases the stress within the structure relative to the background (designed) stresses and these must be managed to ensure the ongoing structural integrity of the structure.

It should be noted that stress concentrations around holes increases with bending moment, so the stresses associated with holes lower down the column are greater than those at higher levels, by a factor of 20%.

### Hole location and proximity

#### Multiple holes spaced horizontally

The location of holes in proximity to others needs careful consideration as stress concentrations increase between holes and this significantly reduces the capacity of the column section at that level. Multiple holes shall not be considered at the same level as the stress concentration's interact and create overstress.

#### Multiple holes closely spaced vertically

The vertical spacing between the holes is significant and closely spaced holes, with 2 diameters will not be permitted.

#### Height of holes above swage joints

Consider needs to be given to the position of holes with proximity of the column swage joint, as this is most likely a construction joint between the base section and the main shaft. In addition, being low down the column it has a higher level of residual / background stress.

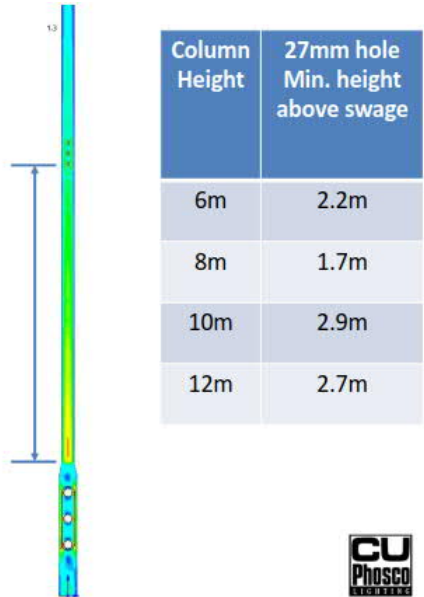
No holes should be drilled through the construction joint.

The safe distance between the swage and where the lowest hole may be permitted without creating undue linked stresses needs to be assessed for each lighting column as different designs and styles



will differ so there is no general rule of thumb. The safe distance will vary with hole size, column height and tube size and design wind speed and the column manufacturer or a structural engineer shall be consulted.

The following distances are provided as an example to stress the potential distances involved and not to be relied upon for design approval, as can be seen these distances are considerable.



Indicative permissible distance of hole from swage joint  
Courtesy of CU Phosco and the ILP

Care needs to be taken for holes in the base section where they are at the same level as the door opening as these sections are subject to torsion and will be affected by any additional holes. These may, depending upon advice from a Structural Engineer be placed in the rear face opposite the door. However, this will then potentially cause serious safety problems in cabling as this will align with the columns back board and potentially the DNO / electrical service head, so is not encouraged.

The height of the holes relative to the equipment should be positioned to ensure suitable drip loops are provided in the equipment cables to minimise water ingress problems through the glands.

**Material protection**

Drilling a hole in a column clearly damages the protective coating to the column and exposes the base material and the inside of the column to the elements. It may also damage the internal cabling. It is therefore essential that the base material is suitably cleaned and treated immediately with appropriate paints such as galvafruid upon drilling.

The hole should also be suitably tapped and bushed to permit the cable to pass through it but to also maintain is Ingress Protection (IP) rating and not allow water inside the column but also to prevent damage to the electrical cable.

The following image shows an unacceptable cable entry, the hole is not bushed, water ingress is permitted, the socket is not attached to moves in the wind thus causing rubbing to the electrical cable resulting in the potential for the cable cores to be exposed and in contact with the column structure.

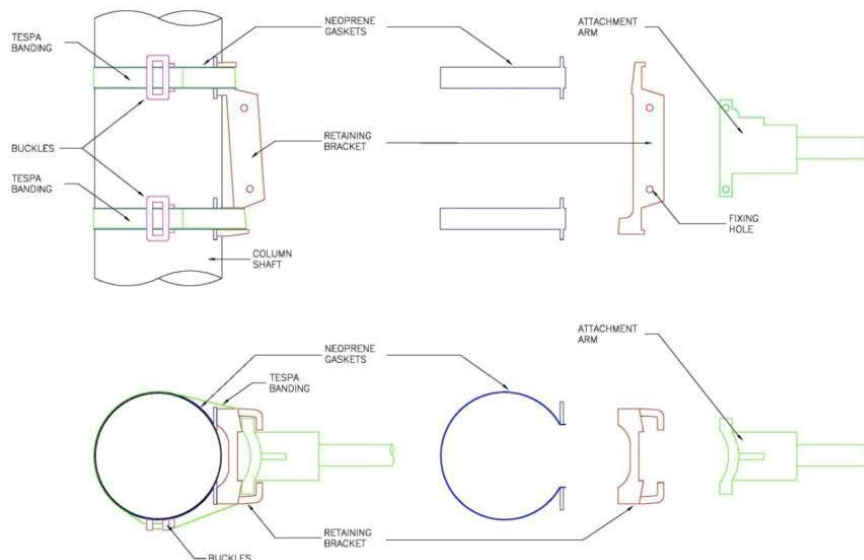


Unacceptable cable entry in column

### 5.6. Protecting the column protective coating

Attachments by their very nature need to be attached to the column, so the protective coating needs to be protected from damage, so how can these be considered?

The fixing will need to be of a construction that would not impair the integrity of the decorative painting system of the lighting column. The brackets will need to have a suitable neoprene rubber gasket or insert fitted between the lighting column and the bracket to ensure this integrity is maintained. The brackets may be bespoke to suit the column. Alternatively, where standard support brackets are used then clips and associated attachments would need to be manufactured from a non-corrosive material such as galvanised steel or stainless steel being of sufficient size and strength to support the attachments i.e. hanging basket(s) when subject to wind pressure and exposure class. These fixtures will be Tespa banded to the columns, refer to the illustration below.



Plastic ty-wraps or similar clips shall not be used.



### 5.7. Reduction in column assumed residual life

The council follows good asset management procedures in the assessment and condition monitoring of the lighting columns as laid out with the Institution of Lighting Professionals Guidance Note 22 (GN22) Asset-Management Toolkit: Minor Structures (ATOMS). Where it is considered that the attachment reduces the columns Assumed Residual Life (ARL) then a fee of £300 per annum of ARL reduction shall be charged, additional to any other fee or material charges the attachment requires.



## 6. Electrical

### 6.1. Electrical supply

The requirements for electrical supplies are fully described and advised in the IET “Guide to highway electrical street furniture”, which can be downloaded free from the IET’s web site<sup>2</sup>.

The Energy Networks Association Engineering Recommendation G12 permit public lighting to be supplied with a PME termination (the neutral and earth are combined). All other equipment within the highway requires a ‘TT’ supply where only the live and neutral are provided and the customer must provide their own earth connection and suitable RCD protection. This generally must be less than 100  $\Omega$  (a maximum of 200  $\Omega$  is permitted but anything above 100  $\Omega$  is considered unstable).

This includes lighting columns when attachments that require power are located on them, such as electric vehicle charging points, communication systems and so forth.

This requirement does not just extend to the specific lighting column but to any other item of highway electrical equipment located within 2.5m of the column or anything electrical connected to the column such as a vehicle under charge.

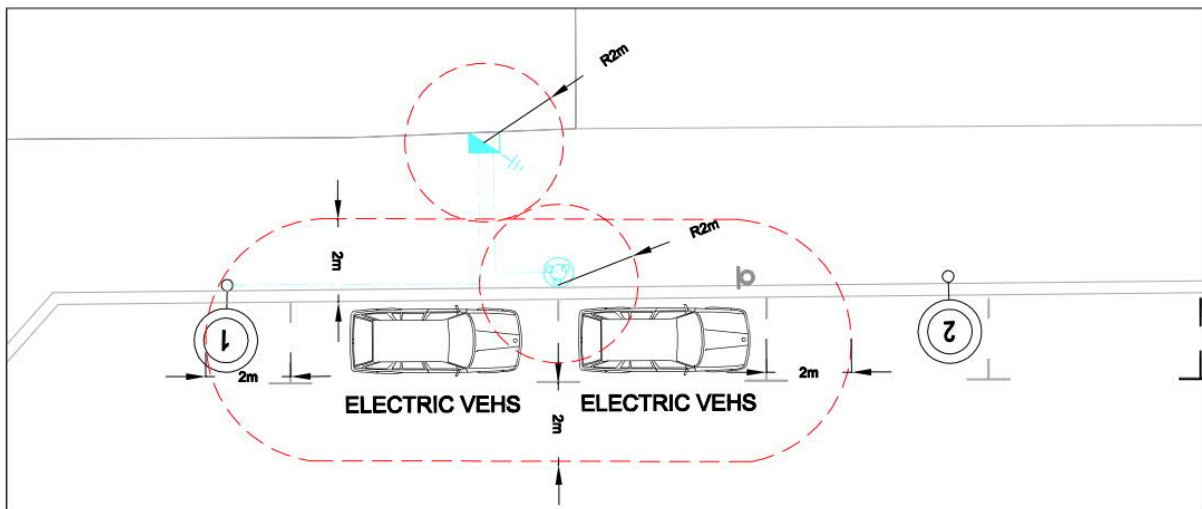
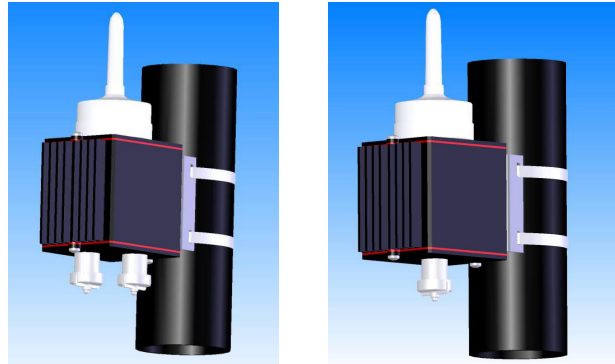


Diagram showing electrical connection requirements from a TT supply

### 6.2. Power provision

Westminster and its partners have developed a standard electrical socket to power all electrical attachments. The unit can be column or wall mounted and enables the operation of the attachment through time clock, photocell or the Westminster Central Management System (CMS). The units are produced as either single or double sockets.

<sup>2</sup> <https://www.theiet.org/publishing/iet-standards/built-environment-iet-standards/guide-to-highway-electrical-street-furniture/>



Westminster standard electrical output unit

The units are manufactured to Westminster's specification by SILL Lighting UK of Thame, Oxfordshire.

### 6.3. Electrical safety

Each attachment which requires an electrical connection will have its own specific requirements which needs to be taken from the main source of supply / cut-out within the column. The core requirement for the supply to ensure that the column serves its main purpose to light the road / area. The additional circuits supplying the attachments need to be design in compliance with the Electrical Regulations (BS7671) ensuring that the functional lighting supply is not compromised.

In the event of an incident where the column is damaged due to a traffic impact or similar incident the due consideration shall be made to ensure the equipment is fail-safe in such an instance. This should be both electrically safe and that, where present that transmitting antennae are isolated

### 6.4. Testing

Attachments must be subject to a regular electrical inspection and test regime as required under BS7671. Copies all test and inspection certificates shall be provided to the City Council within 5 working days of any test / inspection being carried out. All temporary attachments shall be electrically tested every 6 months.

Any attachment must be installed so that they do not interfere with any other highway / public realm systems / users. For example. CCTV cameras must not have their minoring areas obscured.





## 7. Energy

All attachments that consume mains electricity need to be designed and specifies to meet the following requirements;

1. The council are mindful of all environmental factors and require all such attachments to use energy and carbon responsibility, minimising the electrical load through design and choice of equipment as well as giving due consideration to times when the equipment will be used.
2. Energy consumption, Westminster's public realm energy agreement is with UK Power Networks and the following information shall be advised:
  - Details of energy measurement (metered, Elxon un-metered supplies coding etc), where this is not available then it is likely that a metered connection may be required which is likely not to be feasible within a single lighting column, . the cost of the energy usage throughout the lifetime of the attachment will be included in the councils charge for the column's usage;
  - Operational hours and length of proposed installation;
  - Full inventory list of propose attachments for council service provider to submit to UK Power Networks; and
  - Copy of notification and written energy agreement with UK Power Networks (MPAN Certificate).



## 8. Installation

The preference is for all work to be undertaken by the council's service provider and costs will be advised, unless the work is of a specialist nature then those undertaking such work shall be competent for the roles and duties they are undertaking and where applicable hold the required sector registrations, certificates and operative portfolios. Such aspects may include and not be limited to highway traffic management, working at height (the use of ladders will not be permitted), electrical works and so forth.

Where works are required within the highway / public realm to carry out the erection or removal of, or maintenance to any attachment, the work shall be carried out by competent operatives using appropriate vehicles and traffic management in compliance with Chapter 8 of the Traffic Signs Manual. All installation and ongoing servicing works shall be being carried out in a safe and secure manner, which should include for the provision of suitable access equipment.

No unregistered HERS / NHSS8 organisations shall undertake any electrical work in relation to any attachment.

All installation, maintenance and repair works shall be described under applicable risk assessments including detailed method statements, permits etc.



## 9. Operation & maintenance

Westminster requires that the applicant must manage the attachment installation's maintenance and emergency cover. If the City Council's service provider is required to attend a site to undertake standard or emergency maintenance that is caused by the attachment the City Council may look to the applicant to recover the cost of the maintenance.

All third-party attachment shall have an ownership identification label, this may be a QR code or similar suitable format and should also be located inside the door to the column and on the attachment. Other aspects include:

- Owner / operator;
- Emergency procures and contacts to be advised;
- Any H&S information that may affect those accessing the column for normal operations; and
- H&S considerations for surrounding residents, property owners, workers ...

In addition, and where applicable suitable warning information is in evident for those accessing and maintaining the luminaire and other attachments to ensure workers are aware of any access restrictions resulting from each of the pieces of equipment on the column. e.g. the need to arrange an outage to turn off transmitting antennae before proceeding.

Such details should also be included within the inventory of the lighting installation.

The Operator shall provide a 24-hour emergency contact number to cover the event of any fault or failure of any decorations.

Attachments mounted upon lighting columns or within the street shall not inhibit access by the maintenance contractor to the public lighting luminaires to carry out maintenance activities or fault repairs.

If columns upon which attachments are mounted / connected lose their electrical supply due to a DNO service fault the standard procedure for electrical fault repair will be employed by the maintenance service providers.

The attachment shall not affect the highway lighting in anyway, for example the street lighting will take priority over festive lighting on load requirement and operational hours. If the equipment gets in the way of the City Council undertaking any of it's duties such as door access or causes a failure of the lighting system then it shall be removed.



## 10. Insurance

The following insurances shall be provided:

The council requires certificates of

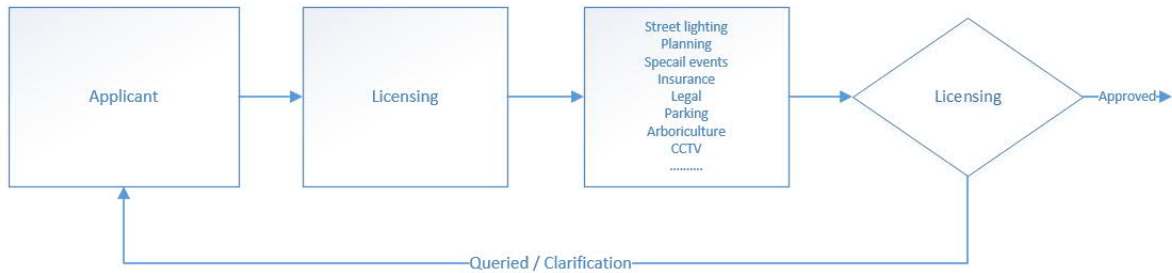
- Professional Indemnity Insurance obtained by the Operator indemnifying against any third-party claims relating to the installation, removal or operation of the decorations and any damage to City council property, this shall be to the value of £5,000,000.
- Public liability insurance, this shall be to the value of £10,000,000.



## 11. Application process

In the case of local Authorities this will require due co-ordination across a range of departments. The first point of call when starting to consider any attachment for a column should be Westminster's Lighting Manager. They will be able to advise you on the details of the column(s) concerned and if it is a column that may, following due review as previously described, be able to support additional attachments, or if it is a style and type of column where additional attachments are not possible. In the latter case potential solutions can be discussed for further consideration / development.

Following confirmation that a column is likely to be suitable then third parties will require a license for the installation of their equipment within a highway, so the point of enquiry through to the approval of the attachments should be through the licensing department. Early engagement with the appropriate internal departments by an applicant would aid their consideration. Depending upon the type of attachment proposed, at least 15 working days' notice of the proposed date of attachment is required to provide the council with sufficient time to begin review.



Application process

Licensing ([licensing@westminster.gov.uk](mailto:licensing@westminster.gov.uk)) would then co-ordinate and gain sign off from the following departments:

- Planning (where the attachment does not have deemed consent) [SouthPlanningTeam4@westminster.gov.uk](mailto:SouthPlanningTeam4@westminster.gov.uk); [CentralPlanningTeam3@westminster.gov.uk](mailto:CentralPlanningTeam3@westminster.gov.uk); [NorthPlanningTeamGroup@westminster.gov.uk](mailto:NorthPlanningTeamGroup@westminster.gov.uk)
- Street / public lighting and signage Dean Wendelborn [dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)
- Arboriculture [streetandparktrees@westminster.gov.uk](mailto:streetandparktrees@westminster.gov.uk)
- Insurance [insurance@rbkc.gov.uk](mailto:insurance@rbkc.gov.uk)
- Legal [ksimkins@westminster.gov.uk](mailto:ksimkins@westminster.gov.uk)
- Special events [eventsandfilming@westminster.gov.uk](mailto:eventsandfilming@westminster.gov.uk)
- Parking for suspensions [www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking) (ten days' notice required)
- CCTV
- Traffic counts / surveys Dean Wendelborn [dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)
- Highways regarding assets to be location within the highway boundary Phil Robson [probson@westminster.gov.uk](mailto:probson@westminster.gov.uk)
- Highways regarding access / Street works [streetworks@westminster.gov.uk](mailto:streetworks@westminster.gov.uk)
- Wi-Fi / 5G Dai Williams [dwilliams@westminster.gov.uk](mailto:dwilliams@westminster.gov.uk)
- .....



## City of Westminster

Due time scales and fees will vary for the different types of attachments and minimum required time scales to process request to the Council for different attachments and the starting Council officer (or service provider representative) as well as indicative costs are advised within the Appendices.

These need to be considered and taken into account as part of any request and will generally be charged on a time rechargeable basis.

Where the asset owner themselves is looking to additional attachments then some of the consultation parties listed above will not be applicable.



## 12. Application requirements

A range of example forms to aid submission of a successful application are provided within section 13 of this document. This is supported by Appendix B which provides a comprehensive check list detailing application details to cover the various stages of enquiry through to installation, operation and disposal.

The following list is for indication purposes and is not exhaustive.

- Insurance details
- Site specific risk assessments / Health & Safety plan
- Equipment details / specification
- Duration
- Location & mounting details on column
- Location plans
- Emergency plans / contact details
- Contactor competency statement
- Operational plan
- Decommissioning plan
- Maintenance plan
- .....



## 13. Bibliography / best practice guidance

### Column design specification

- BS EN 40 Lighting column
- PD 6547 Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3
- LoLEG London column specification

### Electrical connections

- IET Guidance on highway electrical street furniture
- Code of practice for electrical safety in highway electrical operations

### Asset management

- Well managed highway infrastructure
- ILP GN22 ATOMS Asset management Toolkit: Minor Structures

### Attachments

- ILP PLG06 Guidance on installation and maintaining of seasonal decorations and lighting column attachments
- ILP Guidance Note Smart columns
- DIN Spec 91347: 2018-03 Integrated multi-function humble lamp post (imHLA)

### Acknowledgements

- David Lodge CU Phosco / ILP Smart column guidance note
- CU Phosco / ILP stress diagrams
- HESS Smart column images





## Appendix A

### London Lighting Engineer Group (LoLEG) London specification

London lighting column specification.

The lighting columns and brackets shall be manufactured from steel, which meets the requirements of BS EN 40-5. All columns shall be of tubular steel design unless otherwise stated on the Works Order.

The column base to shaft joint shall be of swaged and welded construction with an internal centralising washer.

The lighting column base compartment shall comply with the requirements of BS EN 40-2 and shall have a minimum opening of:

- 500 mm x 100 mm for 5 m and 6 m columns.
- 600 mm x 115 mm for 8 m, 10 and 12 m columns.

Door openings shall be free from irregularities and burrs and all doors shall have a suitable earthing lug on their internal face.

The door shall be [of a twin clamp fixing arrangement (top and bottom) flush fitting with welded weather-strips to the internal surface of the door aperture] or [of overlapping design to the door opening with a top locking mechanism and bottom door latch]. Key lock design as specified by the Authority.

The door shall be pre-assembled at the factory and be attached to the columns with a suitable length of insulated 10 mm<sup>2</sup> multi-strand flexible tri-rated green/yellow cable to BS 6231 shall be lugged and double crimped at both ends and attached to the door and column with M8 brass earth bolt, 2 nuts and 2 washers. The earth wire should be of a length which allows the door to seat easily on the ground. The minimum door opening dimensions will be 485 x 85 and 585 x 100 respectively). [Some Borough's based upon a risk assessment approach may wish not to have a bonding cable to the door].

The Column shall have a design life of 50 years.

For brackets and columns the stress and deflection calculations shall be based on the maximum bracket projection with a lantern, on each bracket arm, with projected area, length and weight as detailed in Table 13/1 of Series 1300 of the Manual of contract documents for highway works, Volume 1 specification for highway works.

The method of bracket attachment shall prevent its rotation by wind and turbulent conditions and must include a positive alignment device, with at least three stainless steel clamping screws which shall be flush with the outside wall of the column when tightened and capable of accurately lining up the bracket.

All columns of a like mounting height and for a like bracket arrangement shall be identical in construction.

Fabrication

Designed to BS EN 40, BD26/04 & PD6547 2004 (Section 8 of BD26/04 not applicable)



Column performance requirements for all columns, PD6547.

Mean hourly wind speed $V_{ref}$	22.0 m/s
Site altitude	132 m
Topography factor	1.0
Terrain category	II group A columns III group B columns
Rationalized wind loading	Extra Light
Partial safety factors	Class B
Deflection class	Class 3
Foundation data	good / average / poor
Road signs, if required	class C
Fatigue requirements	BD26/04
Bracket, luminaire details plus other attachments	

In addition, the column will allow for the specified bracket(s) and luminaire(s).

All components and brackets supplied must be manufactured by a company accredited under the quality assurance scheme BS EN ISO 9001 and the Provider must, when requested to do so, supply to the adopting client a copy of the appropriate accreditation documentation prior to any purchases or erection of lighting columns and brackets under the contract. Where applicable the appropriate CE certification shall be provided.

Columns providing a 8m or greater mounting height shall be designed to accept:

1. A banner of windage no greater than 2.0m x 0.8m
2. Festive decorations with a maximum windage of 1.0 square metres and weight of 20 Kg located at a height of 7 metres above ground level (centre of decoration) with a maximum off set (middle of column to middle of decoration) of 0.5 metres.
3. Double hanging basket each of 0.65m dia at 0.525m offset of 0.3m<sup>2</sup> mounted to provide a clearance of 2.5m.
4. CCTV unit of maximum windage of 0.3 m<sup>2</sup> and weight 5 kg of located at a height of up to 7 metres above ground level with a maximum off set of 0.3 metres.

Note:

Items 1 and 3 may be installed concurrently, item 2 not be installed when items 1 and 3 are in place.

Columns providing a 6m or lower mounting height shall be designed to accept:

1. A banner of windage no greater than 1.4m x 0.4m
2. Double hanging basket each of 0.45m dia at 0.45m offset of 0.3m<sup>2</sup>

Note:

Items 1 and 2 may be installed concurrently



Where specified columns will be fitted with decorative embellishment kits and decorative brackets.

All lighting columns and brackets shall carry a unique identification mark, which indicates the name of the manufacturer, year of manufacture and an identification number to enable details of the column and bracket to be determined throughout the design life of the column. This information shall be clearly visible after erection of the column.

A single purpose earth terminal shall be provided in a readily accessible position and shall comprise a brass screw with 2 No. brass tab washers and a plain brass washer and nut. Double door columns where specified shall require 2 No. backboards, with the earth terminal at the lower opening.

Bracket sleeves be they providing side or post top entry shall fit over a reduced diameter spigot to maintain the smooth parallel line between the column and the bracket arm. The bracket arm will be held in position with M8 stainless steel screws allowing fixing in any one of four 90° positions relative to the door.

A means of preventing undesired rotational movement of the bracket once fixed in position to the column shaft shall be incorporated in the column/bracket design.

There shall be no sharp edges within the columns or bracket arms which could damage electrical cables either during installation or while in service and an anti-chafe ring shall be welded where the cables change direction from the horizontal to vertical within the bracket.

Bracket arms shall be of tubular steel and have an incline of 5° constant rise with a 100 mm spigot 42 mm Ø tube [where specified brackets shall incorporate a welded web and may be specified with alternative tilts]

A full-length baseboard at least equivalent to the door size of non-hygroscopic hardwood shall be provided and fixed in the base compartment and shall be of sufficient size to accommodate all control equipment and service cut-outs. The baseboard shall be positively secured to the column by two flush fitting stainless steel screws.

Columns and brackets shall be structurally designed to be capable of accepting Luminaires with the following minimum weight and windage:

5 m post top	12 kg	0.06 m <sup>2</sup>
6 m post top	12 kg	0.06 m <sup>2</sup>
8 m post top	16 kg	0.063 m <sup>2</sup>
10 m post top	20 kg	0.07 m <sup>2</sup>
12 m post top	20 kg	0.07 m <sup>2</sup>
5 m c/w 0.5 m projection	12 kg	0.06 m <sup>2</sup>
6 m c/w 0.75 m projection	12 kg	0.06 m <sup>2</sup>
8 m c/w 1.00 m projection	16 kg	0.063 m <sup>2</sup>
10 m c/w 1.50 m projection	20 kg	0.07 m <sup>2</sup>
12 m c/w 1.50 m projection	20 kg	0.07 m <sup>2</sup>

All columns shall be hot dipped galvanised to BS EN ISO 1461 and shall be free from imperfections including porosity. Galvanising shall be fettled and rasped to remove all spikes and sharp edges and



leave a smooth finish prior to paint application.

Column roots and flange plates shall be glass flake-based paint both internally and externally to a height of 250mm above ground level.

Each London Authority will have its own specific protective coating specification which may be applied either at the factory or on site which will be specified at the time of ordering.

Columns supplied under this specification will be periodically checked for compliance with the specifications. All costs associated with replacement of non-complying columns will be re-charged to the supplying manufacturer or Provider. Columns may be required to be inspected at works during manufacture.

Manufacturer's recommendations shall be adhered to regarding method of off-loading, storing and assembling the columns and brackets and for securing the brackets to the columns.



## Appendix B

### Application check list & fee structure

#### Check list

Prior to application the Operator shall use the following check list to confirm that all required details are available within the submission.

Design / licence submission requirements, to be supplied by 1st August each year these will be checked and comment made within four (4) working weeks, should the application be rejected then the application fee will be re-payable.

- Copy of the Public Liability Insurance certificate indicating the minimum requirements of the council have been met
- Health & Safety
  - Health & Safety plan
  - Name of Contractor / Installer with copies of HERS / NHSS8 Registration certificates and names of operatives who will be undertaking the work
  - Traffic management plan / proposals
  - Operational plan
  - Decommissioning plan
  - Maintenance plan
  - Emergency plan
  - 24-hour contact details
- Details of attachment, including
  - Type of attachment;
  - Weight (kg);
  - Overall dimensions (height, width and depth (m));
  - Solidity (percentage) / drag factor;
  - Mounting height to underside;
  - Eccentricity (offset) to column centre line; and
  - Electrical requirements and loading (W).
- Detailed location plans illustrating
  - Decoration locations
  - Fixing points and attachment details
  - Route of lighting span
  - Circuit protection details
  - Isolation points
  - Switching arrangements
- Structural capability of minor structure
  - Structural assessment of existing column
  - Provide RAMS
- Energy consumption
  - Details of energy measurement (metered, Elexon un-metered supplies coding etc)
  - Operational hours



- Full inventory list of propose decorations for council service provider to submit to UK Power Networks (née EDF Energy)
- Copy of notification and written energy agreement with UK Power Networks (née EDF Energy (MPAN Certificate)).
- Summary of any consultations undertaken with
  - Metropolitan Police CCTV operations
  - TfL CCTV operations
  - WCC CCTV operations, Community Protection & Parking approval.
  - Building owners
  - Head of Operations, City Highways
- Application fee

#### Approval stage

- Review of design submission data
- Consultation
  - Permission under Town Planning, historic Buildings and Advertisement Regulations
  - Tree Team
  - Special Events authorisation
  - Metropolitan Police CCTV
  - TfL CCTV operations
  - WCC CCTV operations, Community Protection & Parking approval.
- Public lighting approval / comment
  - Structural integrity of columns, a record check and advise if an specific structural testing will be required including estimate of costs
  - Visual inspection, site check
  - UK Power Networks (née EDF Energy) review regarding network loading
  - Suitability of existing electrical equipment for loading or cost estimates if work is required

#### Permission to continue

- Highway authority licence for the erection, maintenance, operation and removal of festive decorations on or above the highway certificate sign off

#### Construction stage

- Site supervision
- Installation acceptance following supply of
  - Structural certification
  - Electrical certification
- Temporary attachments to City Council highway equipment submitted into the Highway maintenance management System 'Confirm'
- 'Switch on' ceremony arrangements



#### Operational stage

- Submission of routine inspection certificates
- Details of any maintenance operations undertaken

#### Decommissioning stage

- Site clearance sign off

## Fee structure

### Explanatory notes

#### General Requirements

The electrical & lighting aspects of all third-party attachment designs requires technical approval in accordance with this document. Westminster City Council will be the Technical Approval Authority (TAA) and the scheme will be administered on their behalf by their lighting design and delivery contract partners / contractors.

These requirements apply to the design and specification of all third-party attachments (including festive decorations) over or adjacent to the public highway.

The applicants design, checking and approval procedure shall be carried out by a competent professional in line with their role and duties and referenced to their / the appropriate Professional Body that defines their competency levels. Those signing off such applications should be at least a full Member of their professional body and hold Engineering Council Registration of IEng minimum where applicable.

Prior to the commencement of the relevant parts of the Works a Skill & Care certificate and supporting design documentation shall be submitted to the Technical Approval Authority (TAA).

Generally, all third party electrical and lighting attachments (including festive decorations) should be designed to the requirements of this document.

Please note that these procedures only grant approval for the electrical and lighting aspects of the attachments. Additional approvals may be required in accordance with all relevant legislation such as the Town and Country Planning Act, structural attachment's and the Building Regulations Act.

#### 1. Fee Levels and Payment

Schemes will be considered depending upon the size of the project which will be based upon the number of proposed decorations within the area under the scope of the project. This is set at greater than or equal to twenty (20) attachments / decorations and greater than twenty one (21) attachments / decorations per street / local area.

##### a) Fee Level 1 – Scoping meeting

Meeting prior to the commencement of the design to confirm the Operators competency and to scope out the parameters for the project / scheme.



## City of Westminster

b) Fee Level 2 –Provision of existing data

Supply of details of the existing lighting infrastructure within the area under consideration, summary print out of key information relating to the existing lighting asset.

c) Fee Level 3 – Design review and approval

Design review, check and approval of the submitted attachments (including festive decorations) documentation, note if the design is found to be unacceptable then the fee for this section will be payable again for the re-submission review, check and approval.

d) Fee Level 4 – CMS Commissioning

Commissioning (where required) of the Central Management System to set the attachment to operate within the design parameters. The use of the CMS to facilitate switch on events is subject to a fee depending upon the type and size of the event.

e) Fee Level 5 –Installation inspections

Inspection of the installation prior to operation to confirm that the installation has been built and installed as per the design and meets Westminster's requirements. Minimum notice period for inspections two (2) working days.

f) Fee Level 6 –Installation clearance inspection

Inspection of the installation following the removal of all attachments to confirm that the installation has been decommissioned and removed and the highway / street furniture is in an acceptable condition and not damaged.

g) Fee Level 7 –Additional fee level i.e. temporary signage

For specific attachments not noted which will require estimates to be created.

Fees will be determined and advised during the RJO application period as advised in each section of Appendix C.

The total fee (for all stages) + VAT shown on the attached schedule shall be paid in advance to Westminster City Council once the category of the lighting project has been agreed, and prior to the commencement of technical approval application process.

Note:

Special column foundations where required shall be subject to a separate highway structures technical approval, review and fee process.





TECHNICAL APPROVAL OF THIRD-PARTY ATTACHMENTS (INC FESTIVE LIGHTING)

SCHEDULE OF FEES (April 2020 to March 2021)

DESIGN & CHECK CATEGORY, scheme encompassing	Category 1 ≤ twenty (20) decorations (£)	Category 1 ≤ twenty one (21) decorations (£)
Fee level 1		
Fee level 2		
Fee level 3		
Fee level 4		
Fee level 5		
Fee level 6		
Fee level 7		
WCC Admin fee		
<b>TOTAL</b>	<b>£ + VAT</b>	<b>£ + VAT</b>

The total fee (for all stages) shown above shall be paid once the category of the lighting project has been agreed, and prior to the commencement of technical approval.

VAT is applicable to the above fee schedule.

Note: Fees for category 3 projects will be calculated on an individual basis and take account of the complexity of the submission. Applicants will be notified of the proposed fee following an initial assessment of the application.



## Appendix C

### Specific attachment requirements

The core requirements detailed within the main body of this document apply to all attachments, this Appendix provides specific additional information depending upon the type of attachment being considered, these are:

- C.1 Third party smart sensors / monitoring equipment / temporary signage
- C.2 CCTV enforcement and security cameras
- C.3 Banners
- C.4 Green infrastructure
- C.5 Festive decorations or feature lighting
- C.6 Catenary systems
- C.7 Electric vehicle (EV) points

Each section is laid out as follows:

- Scope
- Key considerations
- Initial Westminster contact
- Application timescales and fee considerations
- Forms



# C.1 Requirements for third party smart sensors / monitoring equipment / temporary signage

## Scope

The purpose of this guide is to look to the considerations and requirements that any third party should follow when they wish to install temporary sensors, monitoring equipment or signage on the street lighting asset for the purpose of air quality assessment, noise measurements, traffic and pedestrian surveys or surveillance etc.

These may include but not be limited to:

- Equipment mounted on lighting columns or signs;
- Equipment mounted on poles attached to columns or signs;
- Temporary information / direction signage;
- Operational methods and procedures; and
- Risk assessment requirements.

## Key considerations

The following points shall be noted:

1. Ladders that require the column or sign post for support shall not be used, equipment to attach or remove the monitoring devices shall be either free standing and stable or vehicle mounted.
2. The weight and windage of each monitoring unit shall be advised.
3. Where cameras are mounted upon poles these shall be installed whilst the pole is in a horizontal position and then raised and extended to the required monitoring height. Such equipment shall not use sign posts for support.
4. Any straps used shall not damage the column or sign posts protective coating.
5. Columns and the like shall not be drilled.
6. All equipment shall be placed out of normal pedestrian reach and be suitable for the external environment, equipment shall be self contained. Where it can not be placed out of reach then it shall be housed in a secure housing and attached to the column / post and located such that it does not present a trip hazard.
7. Monitoring devices mounted on the columns / sign posts shall be small in size and attached using plastic cable ties and mounting plate. When the device is removed the cable ties shall be cut against the mounting plate and not the column / post.



Example of small monitoring cameras with suitable housings and mounting

8. No part of the monitoring equipment or its associated mountings shall restrict access to the column / sign post door.
9. Equipment shall have a QR code or label attached advising who is responsible for the equipment and 24/7 contact number / information.

## Initial Westminster contact

Street / public lighting and signage Dean Wendelborn [dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)

For further information see section 11.

## Application time scales and fee considerations

Applications for third party attachments shall be made at least 30 days prior to the intended erection / fitting of the attachment. This will permit the Council to determine the appropriate fees applicable to the check, review and approval procedure under the RJO rechargeable process as well as time (subject to prompt pre-payment and correct details being submitted) for the approval process to be undertaken and approved / rejected or further clarification requests be made.



Forms

# RJO QUESTIONNAIRE THIRD PARTY ATTACHMENTS

Dear Applicant,

Further to your request for third party related rechargeable works, please could you complete the form below where applicable.

This is to ensure that we have a clear indication of works required.

Date	
Applicant Name	
Applicant Address	
Contact name	
Contact number	
Contact email	
Work location	
<p>Description of works</p> <p>Works: Please provide as much detail as possible, add as many as required.</p> <p>Identification Marks: E.G. number on lamp column or wall light this should be a white number.</p>	<p>Third party asset type/s.</p> <p>Works required:</p> <p>Asset identification marks:</p>
Identification	Use the Good practice location indicator, per attachment.
By what date are these works required	
Approximate time period until reinstallation of assets	
Invoice address if different to above address	

For attachments please see info required overleaf



So that your request can be considered, and an estimate provided, please can you complete the required forms and provide the information requested below:

### Technical Approval

Provide details of locations of street lighting and column number upon which you propose the attachment to be located, if possible, this is a white number on the column, we will then be able to confirm the structural capability of the attachment asset.

- Provide specification of the attachment including weight and dimensions;
- Provide RAMS;
- Provide Public Liability Insurance Certification;
- Provide evidence that operation deployment teams are competent to work on the Highway. For example, HERS (Highways Electrical Academy) Accreditation is accepted as appropriate for this requirement;
- Provide the reasoning for the project;
- Provide the contact details for key project staff;
- Provide deployment time scales, project plan (commissioning and decommissioning); and
- Provide management details and emergency procedures.

### Camera Attachments

Can you confirm your organisation and this activity is fully compliant with the Surveillance Commissioners Code of Practice for use of CCTV in the Public realm?

<https://www.gov.uk/government/publications/surveillance-camera-code-of-Practice>

#### Note:

1. The recommendation that you do place signs in public view that you have active cameras in use. If you don't then they could be considered "covert devices" and therefore subject to the RIPA legislation;
2. Highway Technical Approval Is Not Planning or Advertising Concern which may also be required for any potential project. Need confirmation from planning;
3. The Highway Street furniture asset portfolio has been derived over a 200+ year period with many items of furniture of historic value remaining within their original locations and these assets have achieved Cherished status and many of these have Listed Status, it should be understood that these assets Will Not be viable attachment hosts; and
4. Any additional load attached will need to be assessed in align with the capacity of the loading capacity of the intended attachment host and due to the varying age of assets and engineering constraints at some installations Not All assets will be viable hosts for attachments.

### Payment

Westminster do not accept PO's as a form of payment for RJO's and payment is to be received before we start any works. To enable payment The Council will raise an invoice to enable the payment to be tracked, all payment methods are detailed on the back of the invoice. The following is required to be able to raise an invoice:

- Invoice name:
- Invoice address:
- Accounts contact number:
- Accounts email address:



### Good practice location indicator

Application company name		Picture of street with intended column to support the attachment highlighted			
Contact name					
Contact email					
Contact number					
Attachment type.					
Job Ref.					
Job title.					
Location		Location plan indication at least three street names and column highlighted to aid identification			
Road name					
Lat. Long.					
Post code					
Duration of installation	From				
	To				
Tech comments					

Signed on behalf of the Highway Authority: .....

Date: .....



## Highway licence for the erection, maintenance, operation and removal of third-party attachments on or above the highway

Westminster City Council acting as Highway Authority for the highways listed below hereby gives consent, pursuant to section 178 of the Highways Act 1980, to ..... (“the Operator”) to erect, maintain, operate and remove the following detailed third party attachments on or above the highways listed on the attached schedules and plans.

Attachment type: .....

The Attachment shall be as detailed on the plans and schedules submitted with the application dated reference ..... and any specific additional or modified requirements set in writing by the City Council and as attached to this consent.

This consent shall operate until ..... 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 which is .....to .....

The attachment(s) shall be installed and operated according to the Westminster Third Party Attachment Guidance.

Signed on behalf of the Highway Authority: .....

Date: .....

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 County Surveyors Society Code of Practice for the installation, operation and removal of seasonal decorations 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 Highways Authority, their servants or agents.

Signed on behalf of the operator: .....

Date: .....

### Notes to form, Highways Act.

#### Highways Act 1980 – Section 130

##### 130 Protection of public rights.

1. It is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it.
2. Any council may assert and protect the rights of the public to the use and enjoyment of any highway in their area for which they are not the highway authority, including any roadside waste which forms part of it.
3. Without prejudice to subsections (1) and (2) above, it is the duty of a council who area highway authority to prevent, as far as possible, the stopping up or obstruction of—





- a. the highways for which they are the highway authority, and
  - b. any highway for which they are not the highway authority, if, in their opinion, the stopping up or obstruction of that highway would be prejudicial to the interests of their area.
4. Without prejudice to the foregoing provisions of this section, it is the duty of a local highway authority to prevent any unlawful encroachment on any roadside waste comprised in a highway for which they are the highway authority.
5. Without prejudice to their powers under section 222 of the M44Local Government Act 1972, a council may, in the performance of their functions under the foregoing provisions of this section, institute legal proceedings in their own name, defend any legal proceedings and generally take such steps as they deem expedient.
6. If the council of a parish or community or, in the case of a parish or community which does not have a separate parish or community council, the parish meeting or a community meeting, represent to a local highway authority—
- a. that a highway as to which the local highway authority have the duty imposed by subsection (3) above has been unlawfully stopped up or obstructed, or
  - b. that an unlawful encroachment has taken place on a roadside waste comprised in a highway for which they are the highway authority,
- it is the duty of the local highway authority, unless satisfied that the representations are incorrect, to take proper proceedings accordingly and they may do so in their own name.
7. Proceedings or steps taken by a council in relation to an alleged right of way are not to be treated as unauthorised by reason only that the alleged right is found not to exist.

### Highways Act 1980 – Section 178

#### Notes:

- Note 1: The consent given by this notice is solely for the purpose of 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.
- Note 2: This consent is granted pursuant to subsection (1) of Section 178 and the Operators attention is drawn to:-
- (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:-  
 “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: -  
 “No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares 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”
- Note 3 Any person or organisation erecting or installing seasonal decorations 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.



## Check List

The "Third Party Application" check list for the erection, operation & removal of attachments within Westminster City Council.

This check list shall be read in conjunction with the appropriate sections of this document. n/a to be used where it is agreed that it is not relevant depending upon attachment type and details.

### Licence submission requirements.

Application Details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Copy of Public Liability & Indemnity Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Competency of designers and contractors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Health & Safety documentation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Attachement details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Certification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Location plans	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Energy consumption details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Summary of consultations undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Switch on event proposals	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Application fee	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Contact details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Maintenance Conditions Agreed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Financial Bond	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>



## C.2 CCTV enforcement and security cameras

### Scope

The purpose of this guide is to look to the considerations and requirements for any communications or monitoring equipment to be mounted onto street lighting columns.

### Key considerations

Any communications or monitoring equipment shall not be fitted to columns providing a mounting height of 5 metres or less nor of cast iron material.

Wi-fi columns should not be used, unless the equipment is for that purpose, as there are Health and Safety issues with regards to the Wi-Fi equipment and training will need to be given to enable working on these installations. Only authorised people shall work on WiFi installations.

Communications or monitoring equipment should only occupy lampposts or have a presence in the street for a specific purpose.

### Initial Westminster contact

Street / public lighting and signage Dean Wendelborn [dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)

For further information see section 11.

### Application time scales and fee considerations

Applications for third party attachments shall be made at least 30 days prior to the intended erection / fitting of the attachment. This will permit the Council to determine the appropriate fees applicable to the check, review and approval procedure under the RJO rechargeable process as well as time (subject to prompt pre-payment and correct details being submitted) for the approval process to be undertaken and approved / rejected or further clarification requests be made.



## Forms

### Good practice location indicator

Application company name		Picture of street with intended column to support the attachment highlighted			
Contact name					
Contact email					
Contact number					
Attachment type.					
Job Ref.					
Job title.					
Location					
Road name		Location plan indication at least three street names and column highlighted to aid identification			
Lat. Long.					
Post code					
Duration of installation	From				
	To				
Tech comments					

Signed on behalf of the Highway Authority: .....

Date: .....



## Highway licence for the erection, maintenance, operation and removal of third-party attachments on or above the highway

Westminster City Council acting as Highway Authority for the highways listed below hereby gives consent, pursuant to section 178 of the Highways Act 1980, to ..... (“the Operator”) to erect, maintain, operate and remove the following detailed third party attachments on or above the highways listed on the attached schedules and plans.

Attachment type: .....

The Attachment shall be as detailed on the plans and schedules submitted with the application dated reference ..... and any specific additional or modified requirements set in writing by the City Council and as attached to this consent.

This consent shall operate until ..... 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 which is .....to .....

The attachment(s) shall be installed and operated according to the Westminster Third Party Attachment Guidance.

Signed on behalf of the Highway Authority: .....

Date: .....

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 County Surveyors Society Code of Practice for the installation, operation and removal of seasonal decorations 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 Highways Authority, their servants or agents.

Signed on behalf of the operator: .....

Date: .....

### Notes to form, Highways Act.

#### Highways Act 1980 – Section 130

##### 131 Protection of public rights.

- 8. It is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it.
- 9. Any council may assert and protect the rights of the public to the use and enjoyment of any highway in their area for which they are not the highway authority, including any roadside waste which forms part of it.
- 10. Without prejudice to subsections (1) and (2) above, it is the duty of a council who area highway authority to prevent, as far as possible, the stopping up or obstruction of—



- a. the highways for which they are the highway authority, and
  - b. any highway for which they are not the highway authority, if, in their opinion, the stopping up or obstruction of that highway would be prejudicial to the interests of their area.
11. Without prejudice to the foregoing provisions of this section, it is the duty of a local highway authority to prevent any unlawful encroachment on any roadside waste comprised in a highway for which they are the highway authority.
12. Without prejudice to their powers under section 222 of the M44Local Government Act 1972, a council may, in the performance of their functions under the foregoing provisions of this section, institute legal proceedings in their own name, defend any legal proceedings and generally take such steps as they deem expedient.
13. If the council of a parish or community or, in the case of a parish or community which does not have a separate parish or community council, the parish meeting or a community meeting, represent to a local highway authority—
- a. that a highway as to which the local highway authority have the duty imposed by subsection (3) above has been unlawfully stopped up or obstructed, or
  - b. that an unlawful encroachment has taken place on a roadside waste comprised in a highway for which they are the highway authority,
- it is the duty of the local highway authority, unless satisfied that the representations are incorrect, to take proper proceedings accordingly and they may do so in their own name.
14. Proceedings or steps taken by a council in relation to an alleged right of way are not to be treated as unauthorised by reason only that the alleged right is found not to exist.

### Highways Act 1980 – Section 178

#### Notes:

- Note 1: The consent given by this notice is solely for the purpose of 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.
- Note 2: This consent is granted pursuant to subsection (1) of Section 178 and the Operators attention is drawn to:-
- (c) 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.
  - (d) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows:-  
“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: -  
“No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares 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”
- Note 3 Any person or organisation erecting or installing seasonal decorations 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.



## Check List

The "Third Party Application" check list for the erection, operation & removal of attachments within Westminster City Council.

This check list shall be read in conjunction with the appropriate sections of this document. n/a to be used where it is agreed that it is not relevant depending upon attachment type and details.

### Licence submission requirements.

Application Details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Copy of Public Liability & Indemnity Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Competency of designers and contractors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Health & Safety documentation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Attachement details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Certification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Location plans	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Energy consumption details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Summary of consultations undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Switch on event proposals	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Application fee	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Contact details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Maintenance Conditions Agreed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Financial Bond	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>



## C.3 Banners

### Scope

The purpose of this guide is to look to the considerations and requirements for any banners to be mounted onto street lighting columns.

### Key considerations

In order to ensure the safety of the public the integrity of the lighting column to which the banners are to be fixed must be understood. This will then dictate the best choice of assembly with regard to banner, brackets and their acceptable loads.

It is important that safe fixings are achieved, and that will require an understanding of the structure to which the banners are to be fixed, the choice of brackets, details of the assembly and the loadings which will be applied, to name but three considerations. It is therefore important that a structural assessment is undertaken within the process.

Wi-fi columns should not be used as there are Health and Safety issues with regards to the Wi-Fi equipment and training will need to be given to enable working on these installations. Only authorised people shall work on WiFi installations.

Banners should only occupy column or have a presence in the street for a specific purpose and a small proportion of the year. Their rarity will add to the impact. Banners will not be permitted in residential areas. The city proposes three categories of street for the purposes of establishing calendars of events for banner display or decoration. These are:

- Streets of extremely high sensitivity when banners will only be displayed for purposes of national celebration (e.g. The Mall (RPA), Whitehall, Parliament Square, Strand / Aldwych (where there are no cast iron St Martin's columns), and other processional routes).
- Streets or areas related to spaces or institutions which are not highly commercial but could tolerate banners for 10% of the year (i.e. a cumulative total of 37 days)
- Streets or areas related to spaces which are the vibrant heart of the visitor experience where banners can be the exception for 20% of the year (i.e. a cumulative total of 75 days, which can be shared with festival decorations of an illuminated nature).

All new lighting columns installed within Westminster are designed to support banner of maximum size:

- 2.0m x 0.8m for columns of mounting height  $\geq 8$ m.
- 1.4m x 0.4m for columns of mounting height 6m.

The lowest part of the banner shall be:

- For columns of mounting height  $\geq 8$ m 3.0m above ground level
- For columns of mounting height  $\geq 6$ m 2.5m above ground level

Brackets shall be designed to enable wind shedding to reduce the wind pressure on the columns.





If rotational fixings are used then suitable protection shall be used to ensure that these do not adversely affect the columns protective finish.

Whilst the main aim of any form of banner is to provide advertising and create a brighter and more interesting environment for the public, this aim should not be to the detriment of appearance of the highway at other times of the year. It is therefore advisable all banners and brackets are removed prior to the end of any agreed period.

No undue stress bending or bowing would be imparted to any lighting column, which must remain vertical at all times. The loading should be kept equally balanced at all times to mitigate this possibility.

### Initial Westminster contact

Any party wishing to locate a banner on a column should contact the Transportation Commissioning team to determine the suitability of the lighting columns concerned.

Street / public lighting and signage Dean Wendelborn [dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)

The Operator is required to identify the locations and submit the full details of all proposed banners to be erected within Westminster. This shall be in the form of a plan detailing the locations with supporting information detailing each column by road and maintenance number, the type of banner to be erected (size, detail, windage), mounting direction. Height above ground level with respect to the base of the banner and the type of attachment system / method proposed.

The council will review all applications and return them with comment / approval within agreed the time scales. Where applications are found wanting then they must be re-submitted within two working weeks and a new checking fee may be applicable.

### Other potential approvals

It should be noted that these procedures only grant approval under the Highways Act. Additional approvals may be required in accordance with all relevant legislation such as the Town & Country Planning Act, Listed Building Consent and the Building Regulations Act.

Planning (where the attachment does not have deemed consent)  
[SouthPlanningTeam4@westminster.gov.uk](mailto:SouthPlanningTeam4@westminster.gov.uk); [CentralPlanningTeam3@westminster.gov.uk](mailto:CentralPlanningTeam3@westminster.gov.uk);  
[NorthPlanningTeamGroup@westminster.gov.uk](mailto:NorthPlanningTeamGroup@westminster.gov.uk)

Where advertisements and / or sponsorship are contained within the decorations consent must be sought for the display from Planning Services. Sponsorship advertising as part of the display or on street furniture should be kept to a minimum i.e. small plaques which may be acceptable, however banners and other large advertisements are unlikely to be approved.

### Application time scales and fee considerations

Applications for third party attachments shall be made at least 30 days prior to the intended erection / fitting of the attachment. This will permit the Council to determine the appropriate fees applicable to the check, review and approval procedure under the RJO rechargeable process as well as time (subject to prompt pre-payment and correct details being submitted) for the approval process to be undertaken and approved / rejected or further clarification requests be made.



## Forms

### Good practice location indicator

Application company name		Picture of street with intended column to support the attachment highlighted			
Contact name					
Contact email					
Contact number					
Attachment type.					
Job Ref.					
Job title.					
Location					
Road name		Location plan indication at least three street names and column highlighted to aid identification			
Lat. Long.					
Post code					
Duration of installation	From				
	To				
Tech comments					

Signed on behalf of the Highway Authority: .....

Date: .....



## Highway licence for the erection, maintenance, operation and removal of third-party attachments on or above the highway

Westminster City Council acting as Highway Authority for the highways listed below hereby gives consent, pursuant to section 178 of the Highways Act 1980, to ..... (“the Operator”) to erect, maintain, operate and remove the following detailed third party attachments on or above the highways listed on the attached schedules and plans.

Attachment type: .....

The Attachment shall be as detailed on the plans and schedules submitted with the application dated reference ..... and any specific additional or modified requirements set in writing by the City Council and as attached to this consent.

This consent shall operate until ..... 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 which is .....to .....

The attachment(s) shall be installed and operated according to the Westminster Third Party Attachment Guidance.

Signed on behalf of the Highway Authority: .....

Date: .....

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 County Surveyors Society Code of Practice for the installation, operation and removal of seasonal decorations 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 Highways Authority, their servants or agents.

Signed on behalf of the operator: .....

Date: .....

### Notes to form, Highways Act.

#### Highways Act 1980 – Section 130

##### 132 Protection of public rights.

- 15. It is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it.
- 16. Any council may assert and protect the rights of the public to the use and enjoyment of any highway in their area for which they are not the highway authority, including any roadside waste which forms part of it.
- 17. Without prejudice to subsections (1) and (2) above, it is the duty of a council who area highway authority to prevent, as far as possible, the stopping up or obstruction of—



- a. the highways for which they are the highway authority, and
  - b. any highway for which they are not the highway authority, if, in their opinion, the stopping up or obstruction of that highway would be prejudicial to the interests of their area.
18. Without prejudice to the foregoing provisions of this section, it is the duty of a local highway authority to prevent any unlawful encroachment on any roadside waste comprised in a highway for which they are the highway authority.
19. Without prejudice to their powers under section 222 of the M44Local Government Act 1972, a council may, in the performance of their functions under the foregoing provisions of this section, institute legal proceedings in their own name, defend any legal proceedings and generally take such steps as they deem expedient.
20. If the council of a parish or community or, in the case of a parish or community which does not have a separate parish or community council, the parish meeting or a community meeting, represent to a local highway authority—
- a. that a highway as to which the local highway authority have the duty imposed by subsection (3) above has been unlawfully stopped up or obstructed, or
  - b. that an unlawful encroachment has taken place on a roadside waste comprised in a highway for which they are the highway authority,
- it is the duty of the local highway authority, unless satisfied that the representations are incorrect, to take proper proceedings accordingly and they may do so in their own name.
21. Proceedings or steps taken by a council in relation to an alleged right of way are not to be treated as unauthorised by reason only that the alleged right is found not to exist.

### Highways Act 1980 – Section 178

#### Notes:

- Note 1: The consent given by this notice is solely for the purpose of 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.
- Note 2: This consent is granted pursuant to subsection (1) of Section 178 and the Operators attention is drawn to:-
- (e) 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.
  - (f) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows:-  
“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: -  
“No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares 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”
- Note 3 Any person or organisation erecting or installing seasonal decorations 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.



## Check List

The "Third Party Application" check list for the erection, operation & removal of attachments within Westminster City Council.

This check list shall be read in conjunction with the appropriate sections of this document. n/a to be used where it is agreed that it is not relevant depending upon attachment type and details.

### Licence submission requirements.

Application Details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Copy of Public Liability & Indemnity Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Competency of designers and contractors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Health & Safety documentation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Attachement details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Certification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Location plans	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Energy consumption details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Summary of consultations undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Switch on event proposals	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Application fee	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Contact details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Maintenance Conditions Agreed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Financial Bond	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>



# C4. Green infrastructure

## Scope

The purpose of this guide is to look to the considerations and requirements for any hanging basket and other relates green infrastructure attachments that is to be used for the purpose of supporting flora to street lighting columns.

## Key considerations

In order to ensure the safety of the public the integrity of the lighting column to which the hanging baskets are to be fixed must be understood. This will then dictate the best choice of assembly with regard to baskets, brackets and their acceptable loads.

Since 2015 all new lighting columns installed within Westminster are designed to support hanging baskets is indicated in table 1. A maximum of two baskets is permitted per column.

To maintain the appearance of the highway the provision of hanging baskets shall adhere to the following guidelines.

Table 1

Column Height	Basket Diameter (D)	Bracket Length (E)	Basket Clearance from Ground (H)	Basket Clearance from Kerb
5 or 6 m	400 mm	400 mm	2.5 m	0.5 m
5 or 6 m	450 mm	450 mm	2.5 m	0.5 m
5 or 6 m	500 mm	500 mm	2.5 m	0.5 m
8 or 10 m	550 mm	550 mm	2.5 m	0.5 m
8 or 10 m	650 mm	650 mm	2.5 m	0.5 m

Westminster would need to advise on the suitability of the lighting column to sustain the loads transferred from the hanging baskets which must be established and recorded, prior to any design and installation work. The third party would be required to provide drawings detailing the hanging basket size, location and orientation. Bracketed hanging baskets will be considered in line with the maximum limitations outlined in this guide.

Consideration needs to be given as to the orientation of the hanging basket and its supports projecting into the carriageway or within 0.5 metres of the kerb edge. The clearance being measured between the edge of basket to the face of kerb. The baskets must be located such that they do not obscure the sight lines of any road users or CCTV equipment. This shall include due consideration for the visibility of traffic signs, traffic signals.

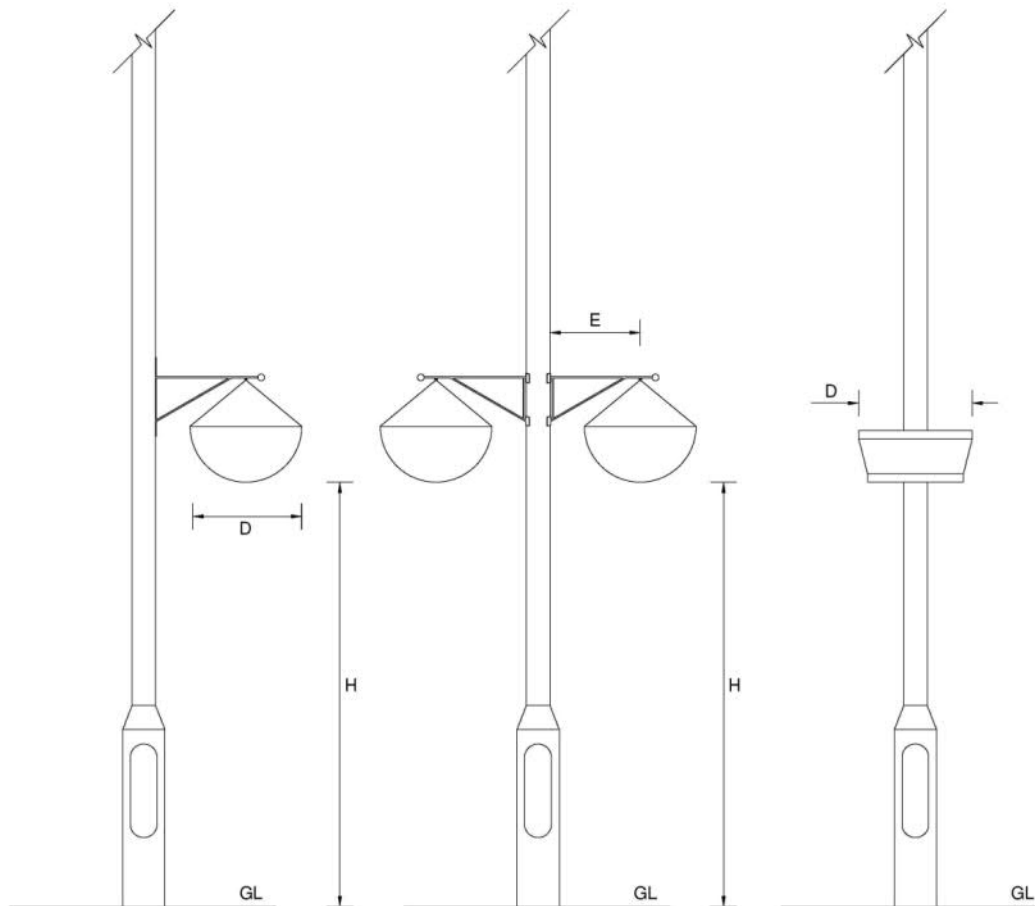


The type of flora should be taken into consideration during full bloom as this could contribute to the above concerns along with potentially obscuring the lighting column maintenance number, access doors and road traffic signs already attached.

Whilst the main aim of any form of hanging basket(s) is to provide a brighter and more interesting environment for the public, this aim should not be to the detriment of appearance of the highway at other times of the year. It is therefore advisable all hanging basket(s) and bracket(s) are removed prior to the end of any agreed period.

No undue stress bending or bowing would be imparted to any lighting column, which must remain vertical at all times. The loading should be kept equally balanced at all times to mitigate this possibility.

Consideration should also be given to the means of maintaining the flora in such a way that there are no trailing hosepipes crossing the carriageway or footway.



Single Basket

Double Basket

Clamped Basket

#### Arm Offset

The hanging basket bracket arm length shall be approximately equal or slightly greater than the diameter of the basket. This should allow the basket to gently swing whilst adequately avoiding the column.



### Basket Size

The basket shall be proportional to the column, as such diameters up to and including 500mm will be appropriate for columns of up to 8 metres in height. Larger baskets in accesses of 500mm should be only considered on columns exceeding 8 metres in height.

### Clearance

The hanging basket and its bracket arm shall not project into the carriageway or within 0.5 metres of the kerb edge, as this would likely obscure the sight lines of visibility of any road users with respect to road traffic sign(s) or traffic signals(s) as well as potentially being a projectile if stuck by a passing vehicle.

The lowest part of the hanging basket including the flora should not be lower than 2.5 metres from the pavement level to ensure adequate clearances are achieved for pedestrians and cyclists. Refer to the measurement H in the typical basket arrangement diagram illustrated above.

In addition, no hanging basket should be installed within 1.5 metres of the luminaire to ensure the distribution of light on the carriageway and/or footpaths is maintained.

### Orientation

The orientation of the hanging bracket and its supports should be in keeping with the surroundings and installed consistently on each column along the street scene.

Single hanging baskets shall be positioned adjacent to the carriageway extending into the footpath away from the carriageway.

Double hanging baskets shall be installed parallel to the kedge edge, at an equal height on either side of the column to equally balance the loading to mitigate any possibility of undue distress to the column.

### Basket weights and cross-sectional area

Below is a table comparing the weight and cross-sectional area of typical hanging baskets and brackets:

Table 2

Type	Weight (Exc. bracket)	Cross Sectional Area
400mm Diameter	16 kg	0.3 m <sup>2</sup>
450mm Diameter	24 kg	0.35 m <sup>2</sup>
500mm Diameter	33 kg	0.4 m <sup>2</sup>
550mm Diameter	44 kg	0.6 m <sup>2</sup>
650mm Diameter	70 kg	0.6 m <sup>2</sup>





The weights are approximate wet weights based upon volume and water content and cross sectional areas are based upon inspected flower growth.

## Initial Westminster contact

Any party wishing to locate a basket on a column should contact the Transportation Commissioning team to determine the suitability of the lighting columns concerned.

## Application time scales and fee considerations

Applications for third party attachments shall be made at least 30 days prior to the intended erection / fitting of the attachment. This will permit the Council to determine the appropriate fees applicable to the check, review and approval procedure under the RJO rechargeable process as well as time (subject to prompt pre-payment and correct details being submitted) for the approval process to be undertaken and approved / rejected or further clarification requests be made.



## Forms

### Good practice location indicator

Application company name		Picture of street with intended column to support the attachment highlighted			
Contact name					
Contact email					
Contact number					
Attachment type.					
Job Ref.					
Job title.					
Location					
Road name		Location plan indication at least three street names and column highlighted to aid identification			
Lat. Long.					
Post code					
Duration of installation	From				
	To				
Tech comments					

Signed on behalf of the Highway Authority: .....

Date: .....



## Highway licence for the erection, maintenance, operation and removal of third-party attachments on or above the highway

Westminster City Council acting as Highway Authority for the highways listed below hereby gives consent, pursuant to section 178 of the Highways Act 1980, to ..... (“the Operator”) to erect, maintain, operate and remove the following detailed third party attachments on or above the highways listed on the attached schedules and plans.

Attachment type: .....

The Attachment shall be as detailed on the plans and schedules submitted with the application dated reference ..... and any specific additional or modified requirements set in writing by the City Council and as attached to this consent.

This consent shall operate until ..... 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 which is .....to .....

The attachment(s) shall be installed and operated according to the Westminster Third Party Attachment Guidance.

Signed on behalf of the Highway Authority: .....

Date: .....

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 County Surveyors Society Code of Practice for the installation, operation and removal of seasonal decorations 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 Highways Authority, their servants or agents.

Signed on behalf of the operator: .....

Date: .....

### Notes to form, Highways Act.

#### Highways Act 1980 – Section 130

##### 133 Protection of public rights.

- 22. It is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it.
- 23. Any council may assert and protect the rights of the public to the use and enjoyment of any highway in their area for which they are not the highway authority, including any roadside waste which forms part of it.
- 24. Without prejudice to subsections (1) and (2) above, it is the duty of a council who area highway authority to prevent, as far as possible, the stopping up or obstruction of—



- a. the highways for which they are the highway authority, and
  - b. any highway for which they are not the highway authority, if, in their opinion, the stopping up or obstruction of that highway would be prejudicial to the interests of their area.
25. Without prejudice to the foregoing provisions of this section, it is the duty of a local highway authority to prevent any unlawful encroachment on any roadside waste comprised in a highway for which they are the highway authority.
26. Without prejudice to their powers under section 222 of the M44Local Government Act 1972, a council may, in the performance of their functions under the foregoing provisions of this section, institute legal proceedings in their own name, defend any legal proceedings and generally take such steps as they deem expedient.
27. If the council of a parish or community or, in the case of a parish or community which does not have a separate parish or community council, the parish meeting or a community meeting, represent to a local highway authority—
- a. that a highway as to which the local highway authority have the duty imposed by subsection (3) above has been unlawfully stopped up or obstructed, or
  - b. that an unlawful encroachment has taken place on a roadside waste comprised in a highway for which they are the highway authority,
- it is the duty of the local highway authority, unless satisfied that the representations are incorrect, to take proper proceedings accordingly and they may do so in their own name.
28. Proceedings or steps taken by a council in relation to an alleged right of way are not to be treated as unauthorised by reason only that the alleged right is found not to exist.

### Highways Act 1980 – Section 178

#### Notes:

- Note 1: The consent given by this notice is solely for the purpose of 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.
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- (g) 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.
  - (h) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows:-  
 “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”  
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 “No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares 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”
- Note 3 Any person or organisation erecting or installing seasonal decorations 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.



## Check List

The "Third Party Application" check list for the erection, operation & removal of attachments within Westminster City Council.

This check list shall be read in conjunction with the appropriate sections of this document. n/a to be used where it is agreed that it is not relevant depending upon attachment type and details.

### Licence submission requirements.

Application Details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Copy of Public Liability & Indemnity Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Competency of designers and contractors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Health & Safety documentation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Attachment details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Certification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Location plans	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Energy consumption details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Summary of consultations undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Switch on event proposals	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Application fee	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Contact details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Maintenance Conditions Agreed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Financial Bond	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>



## C.5 Festive decorations

Requirements for the erection, operation & removal of festive decorations

### Scope

The purpose of this section is to highlight the issues that must be addressed when putting festive decorations on lighting columns, to buildings or on catenary wires across the road. Ignorance is unlikely to be an acceptable defence if something goes wrong in the public realm and nobody wants to suffer the reputational damage or possible criminal proceedings if it does.

Festive or decorative lighting installations be they temporary or permanent in nature are a welcome sight in Westminster's streets each year, particularly at Christmas. Today, however, there are many other festivals of ethnic or religious origin, sporting and national significance, which can be celebrated with attachment requests. We are also seeing an increasing requirement for the erection of 'permanent' or temporary art features across the highway which may or may not incorporate lighting.

Special effects involving lighting will also occur in connection with evening events throughout the year when the event itself might cause lighting to be employed for example premieres, first night performances at theatres etc.

### Key considerations

Whilst recognising the pleasure and economic benefits to an area that a well-designed display gives to the public the organisers and installers of decorations must keep in mind that such installations require to be managed and maintain throughout the life of the installation.

Special attention is required when attachments are powered by mains electricity, are, because of their temporary nature, potentially hazardous. It must be remembered that outdoor lighting is subject to adverse weather conditions, especially in winter, and a hastily erected display could easily bring tragedy instead of joy.

This document focuses on the festive lighting type of attachment as these generally involve most of the matters that any third-party attachment application will need to resolve before achieving a Highway License.

The fundamental aim of any illuminated festive decoration is to provide a brighter and more interesting environment at night, creating an atmosphere that makes the location special for the occasion and increasing foot fall. The daytime appearance of the decoration is, however equally important and both aspects should be considered at the design stage.

Attachments can take various forms, a number of which are listed below:

- Simple festoon with multi-coloured light sources
- Decorations mounted on poles or columns;
- Area spanning decorations mounted on catenary wire attached either to buildings or poles;
- Ground mounted features;
- Christmas trees;
- Additional effect lighting



- Projected displays from a remote location
- Specialist art features

The supply, installation, maintenance and removal of any festive decoration within the City shall be carried out in accordance with the “PLG06 Guidance on installation and maintenance of seasonal decorations and lighting column attachments” available from the Institution of Lighting Professionals ([www.theilp.org.uk](http://www.theilp.org.uk)).

Where the Operator proposes to mount festive attachments on existing lighting columns then the Operator shall first check with the City Council during the scoping meeting and under the provision of existing site data to determine if the column and foundation have been designed to support such structures.

In general, the Operator will be advised as to the maximum loading in terms of permitted attachment windage, weight, mounting height and off-set as well as the maximum electrical load that can be connected.

Lighting columns shall not be used as supports for crossroad spans / catenary cables even if rear strainer cables are proposed.

### Building mounted attachments

These requirements are discussed under catenary systems.

### Highway safety

Attachments that contain flashing red, amber, or green lamps should not be installed within the motorist's visual sight lines of traffic lights or signalised pedestrian crossings.

All attachment, festoons etc. mounted above areas accessible to vehicles must have a minimum clearance from ground level, at their lowest point, of 5.8 m and 2.5 m above footways / pedestrian areas.

Attachments must be subject to a regular electrical inspection and test regime as required under BS7671. Copies all test and inspection certificates shall be provided to the City Council within 5 working days of any test / inspection being carried out.

Any attachment must be installed so that it does not interfere with any other highway users. For example: trailing leads must be buried or covered to prevent a trip hazard.

### CCTV

At the planning stage the Operator shall liaise with Metropolitan Police, TfL and Westminster City's Parking and Community Protection Delivery Units to ensure that the any proposed attachment does not affect line of sight or visual performance of operational cameras.

### Installation approval

A License to erect the attachments will be issue by the Head of Operations, City Highways representatives once all appropriate applications and fees have been made and signed off.

To ensure public safety the City Council will require a monthly report noting all inspections and defects carried out on all decorations and long-term attachments may require a Financial Bond.

Any conditions regarding the attachment will be noted of the Highway License.



### Launch Event or Switch-on Ceremony (8 Weeks' Notice)

If it is proposed that there is a form of public event to launch the attachments, for example the switching on of Christmas lights, full details of proposed arrangements must be discussed with the Special Events Group at the earliest opportunity. Information to be supplied should include location, celebrity involvement, equipment, stewarding, emergency arrangements and neighbour notification. Event application forms and guidance notes to help you in planning an event can be obtained from [www.westminster.gov.uk/events](http://www.westminster.gov.uk/events).

If road closures are required as part of the event, application must be made a minimum of 8 weeks prior to the event date although greater notice is always appreciated.

Highways regarding access / Street works [streetworks@westminster.gov.uk](mailto:streetworks@westminster.gov.uk)

If the Central Management System (CMS) is used to operate the decorations, then the council can use the system to facilitate a switch on event. The fee for this will vary depending upon the size and nature of the event concerned.

Attachments mounted upon lighting columns or within the street shall not inhibit access by the maintenance contractor to the public lighting luminaires to carry out maintenance activities or fault repairs.

The attachment shall not affect the highway lighting in anyway, for example the street lighting will take priority over festive lighting on load requirement and operational hours. If the equipment gets in the way of the City Council undertaking any of its duties or causes a failure of the lighting system then it shall be removed.

### Potential nuisance

The Operator will investigate any claim of light nuisance resulting from any decoration within 24 hours and look to a resolution of the complaint within 3 working days.

## Initial Westminster contact

Depending on the specific request, a range of different departments of the City Council may be involved in considering the application to erect the attachment in Westminster's public realm. Certain requests may require a combination of statutory consents to be sought before a Highway License can be issued (for example, planning permission, listed building consent, advertisement consent, building regulations approval or authorisation to close a road) and will take longer to process, however all applicants are encouraged to contact the Special Events Group as soon as possible.

## Application time scales and fee considerations

The indicative timescale for the approval of Christmas festive decorations is provided below, similar notice and approval periods shall apply with regard to temporary or permanent decorative lighting installations or attachments proposed within the public realm for any other event, occasion or for economic development.

The Operator is required to identify the locations and submit the full details of all proposed attachments to be erected within allowing time for approval.





The City Council will review all applications and return them with comment / approval within the time scales shown. Where applications are found wanting then they must be re-submitted within two working weeks and a new checking fee may be applicable.

The City Council may require a Financial Bond that covers the attachments future maintenance or removal.

Where attachments are to be fitted to private property the appropriate approvals and wayleaves must be obtained. Mountings should be tested in advance of each erection process (i.e. usually annually). The tests should include any small-scale stonework to which mountings are attached, e.g. brick or sandstone slabs.

For Attachments fitted to City Council owned highway furniture approval must be obtained from the owner of that asset, most likely the Head of Operations, City Highways for items in the street but may also be Head of Parks in the case of squares and open spaces. Note: Some columns are administered by the Royal Parks and those on the most heavily used roads are owned and managed by Transport for London (TfL).

Different application fees in respect of the approval for the erection of attachments are required and include the requirements of for the assessment of all structural and electrical calculations, review of test certificates, the issuing of the licence to erect, the review of routine installation inspection reports and final site clearance inspections.

Schedule of Westminster checking / approval fees:

### [Electrical / Lighting Technical Approval Procedure](#)

The procedure for the approval of the electrical and lighting aspects of any proposed decorations is detailed within this document with the application process and fees.

### [Structural Technical Approval Procedure](#)

The procedure for attachments including festive/seasonal decorations attached to structures is in line with National Guidance and is as follows:

In most cases, a structural check will be required in order to prove that the integrity of the street lighting column or structure will not be impaired by the additional loading from any decorations. The requirements for lighting columns are set out in the appropriate Department of Transport Standard: The Technical Approval of Highway Structures and for structures within the Code of Practice.

The council operates a self-certification scheme for this Technical Approval (TA) process and full detail of the application process can be found in this document.

The TA process may require the submission of an Approval In Principle (AIP), design certificate and check certificate. The process is complete once all appropriate application details and documents have been accepted and the "Highway Authority Licence for the erection, maintenance, operation and removal of festive decorations on or above the highway certificate" is sign off by a representative of the council. In some instances, it may be necessary to submit structural calculations to the City Council for review.



## Other potential approvals

It should be noted that these procedures only grant approval under the Highways Act 1980. Additional approvals may be required in accordance with all relevant legislation such as the Town & Country Planning Act, Listed Building Consent and the Building Regulations Act.

Where advertisements and / or sponsorship are contained within the decorations consent must be sought for the display from Planning Services. Sponsorship advertising as part of the display or on street furniture should be kept to a minimum i.e. small plaques which may be acceptable, however banners and other large advertisements are unlikely to be approved.

Applications should include scale drawings of the decoration and any advertisement / sponsorship, their precise location, details of fixings to buildings and the length of time for which consent is sought.

The Christmas lights hereby approved shall only be installed and operated in accordance with the following schedule:

- i. Erection of wires - no earlier than 7 November;
- ii. Erection of decorations - no earlier than 14 November;
- iii. Lights switched on - no earlier than 21 November;
- iv. Lights switched off - no later than 6 January;
- v. Decorations removed - no later than 13; and;
- vi. Wires removed - no later than 20 January

Other times may be agreed at the discretion and with prior agreement of the council.

Reason:

The attachment with advertisements / sponsorship are temporary, so under DES 13 of Westminster's Development Plan, DES 8 of their Replacement Unitary Development Plan (Second Deposit version) and DES 8 of their Pre-Inquiry Unitary Development Plan, we can only approve them for a limited period. (R04A).

### [Application /review /authorisation check list](#)

Prior to application the Operator shall use the following check list to confirm that all required details are available within the submission.

Design / licence submission requirements, to be supplied by 1<sup>st</sup> August each year (for Christmas Festive Decoration attachments) these will be checked, and comment made within four (4) working weeks, should the application be rejected then the application fee will be re-payable.

Teams that may need consulting, include;

- Special Events
- Planning
- Highway Planning
- Communications
- Policy
- Highways
- Public Lighting



## City of Westminster

- Structures
- City Surveyor
- Parks and Gardens
- Arboriculture
- Parking
- Camera Operations
- Financial
- Legal
- Claims
- GIS
- Inspectorate



Indicative Application Timescale for Christmas Attachments

TASK	DATE
Approach Special Events Group for 1 <sup>st</sup> Meeting/Initial Chat	30 <sup>th</sup> July
1 <sup>st</sup> Meeting with Special Events/Other Officers	9 <sup>th</sup> August
Working up ideas and plans for festive decorations	Until 23 <sup>rd</sup> August
Submission of Application for Advertisement Consent 2 <sup>nd</sup> Meeting with Special Events/Other Officers	23 <sup>rd</sup> August
Development of detailed plans, method statements etc	Until 6 <sup>th</sup> September
Submission of request for Highways Licence and Road Closure for Installation  Separate meetings with Special Events and other public agencies concerning event/switch on arrangements	6 <sup>th</sup> September  Ongoing
Submission of request for Road Closure for Event/Switch on	20 <sup>th</sup> September
Submission of Information to District Surveyors (Decoration fixings and erection of any stages for switch on event)  Submission of Information to Street Lighting (Use of columns)	1 <sup>st</sup> October
Confirmation of Advertisement Consent  Confirmation of Highways License and Road Closure for Installation	By 15 <sup>th</sup> October
Confirmation from District Surveyor and Street Lighting ref fixings  Site Condition Surveys with Street Lighting Complete	By 29 <sup>th</sup> October
Installation Date for Decorations	From 1 <sup>st</sup> November
Confirmation of Event Road Closure and Conditions	By 5 <sup>th</sup> November
Event/Switch-On Date	16 <sup>th</sup> November



## Forms

### Good practice location indicator

Application company name		Picture of street with intended column to support the attachment highlighted			
Contact name					
Contact email					
Contact number					
Attachment type.					
Job Ref.					
Job title.					
Location					
Road name		Location plan indication at least three street names and column highlighted to aid identification			
Lat. Long.					
Post code					
Duration of installation	From				
	To				
Tech comments					

Signed on behalf of the Highway Authority: .....

Date: .....



## Highway licence for the erection, maintenance, operation and removal of third-party attachments on or above the highway

Westminster City Council acting as Highway Authority for the highways listed below hereby gives consent, pursuant to section 178 of the Highways Act 1980, to ..... (“the Operator”) to erect, maintain, operate and remove the following detailed third party attachments on or above the highways listed on the attached schedules and plans.

Attachment type: .....

The Attachment shall be as detailed on the plans and schedules submitted with the application dated reference ..... and any specific additional or modified requirements set in writing by the City Council and as attached to this consent.

This consent shall operate until ..... 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 which is .....to .....

The attachment(s) shall be installed and operated according to the Westminster Third Party Attachment Guidance.

Signed on behalf of the Highway Authority: .....

Date: .....

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 County Surveyors Society Code of Practice for the installation, operation and removal of seasonal decorations 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 Highways Authority, their servants or agents.

Signed on behalf of the operator: .....

Date: .....

### Notes to form, Highways Act.

#### Highways Act 1980 – Section 130

##### 134 Protection of public rights.

- 29. It is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it.
- 30. Any council may assert and protect the rights of the public to the use and enjoyment of any highway in their area for which they are not the highway authority, including any roadside waste which forms part of it.
- 31. Without prejudice to subsections (1) and (2) above, it is the duty of a council who area highway authority to prevent, as far as possible, the stopping up or obstruction of—



- a. the highways for which they are the highway authority, and
  - b. any highway for which they are not the highway authority, if, in their opinion, the stopping up or obstruction of that highway would be prejudicial to the interests of their area.
32. Without prejudice to the foregoing provisions of this section, it is the duty of a local highway authority to prevent any unlawful encroachment on any roadside waste comprised in a highway for which they are the highway authority.
33. Without prejudice to their powers under section 222 of the M44Local Government Act 1972, a council may, in the performance of their functions under the foregoing provisions of this section, institute legal proceedings in their own name, defend any legal proceedings and generally take such steps as they deem expedient.
34. If the council of a parish or community or, in the case of a parish or community which does not have a separate parish or community council, the parish meeting or a community meeting, represent to a local highway authority—
- a. that a highway as to which the local highway authority have the duty imposed by subsection (3) above has been unlawfully stopped up or obstructed, or
  - b. that an unlawful encroachment has taken place on a roadside waste comprised in a highway for which they are the highway authority,
- it is the duty of the local highway authority, unless satisfied that the representations are incorrect, to take proper proceedings accordingly and they may do so in their own name.
35. Proceedings or steps taken by a council in relation to an alleged right of way are not to be treated as unauthorised by reason only that the alleged right is found not to exist.

### Highways Act 1980 – Section 178

#### Notes:

- Note 1: The consent given by this notice is solely for the purpose of 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.
- Note 2: This consent is granted pursuant to subsection (1) of Section 178 and the Operators attention is drawn to:-
- (i) 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.
  - (j) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows:-  
“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: -  
“No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares 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”
- Note 3 Any person or organisation erecting or installing seasonal decorations 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.



## Check List

The "Third Party Application" check list for the erection, operation & removal of attachments within Westminster City Council.

This check list shall be read in conjunction with the appropriate sections of this document. n/a to be used where it is agreed that it is not relevant depending upon attachment type and details.

### Licence submission requirements.

Application Details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Copy of Public Liability & Indemnity Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Competency of designers and contractors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Health & Safety documentation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Attachement details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Certification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Location plans	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Energy consumption details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Summary of consultations undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Switch on event proposals	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Application fee	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Contact details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Maintenance Conditions Agreed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Financial Bond	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>





# Westminster skill & care certificate

## Third Party Attachments / Lighting

We certify that reasonable professional skill and care have been used in the preparation of the public lighting and electrical design of the scheme noted below;

Scheme title: .....

Location: .....

With a view to:

- I. The design has been undertaken by competent designers as defined under the ILP Designer Competency requirements, evidence of road lighting design competency (training & experience);
- II. That reasonable professional skill and care were used to ensure that the street lighting design has been carried out in accordance with the Westminster City Council's requirements as detailed within:
  - Westminster City Council's Public Lighting Design Guide;
  - Westminster Way, Public Realm Guide; and
  - BS EN 13201:2003, BS 5489-1: 2013 and appropriate Institution of Lighting Professionals guidance.
- iii It has been accurately translated into Contract Drawings, which have also been checked. The unique numbers of these drawings are

.....

.....

Name of Consultant <sup>1</sup>/ Contractor<sup>1</sup> .....

Name: ..... Signed :.....  
(Design Team Leader<sup>1</sup>, Partner<sup>1</sup> / Associates <sup>1</sup>/ Director <sup>1</sup>)

Engineering Qualification<sup>2</sup> .....  
(Design Team Leader)

Date: .....

2. The certificate is approved by FM Conway / WSP as agents for WESTMINSTER CITY COUNCIL<sup>3</sup>

Signed: ..... Name: .....

Position <sup>2</sup>: ..... Date: .....

3. The above is accepted on behalf of the TECHNICAL APPROVING AUTHORITY WESTMINSTER CITY COUNCIL.

Signed: ..... Date: .....

Name: Service Development Manager (Public Lighting) Westminster City Council.

- Notes
- 1 Delete as appropriate
  - 2 IEng MILP or equivalent – evidence of road lighting design competency (training & experience)
  - 3 Only applicable where the design has been carried out by a non-Westminster service provider



## C.6 Catenary systems

### Scope

The purpose of this guide is to look to the considerations and requirements for any anchorage that is to be used for the purpose of supporting catenary systems across the highway. It draws on National Guidance such as that produced by the Institution of Lighting Professionals in Professional Lighting Guide PLG06 for festive decorations and third party attachments as well as guidance from the Construction Fixings Association (CFA) in their Anchorage Systems for Seasonal Decorations document [www.the-cfa.co.uk](http://www.the-cfa.co.uk)

The CFA document gives valuable information about the types of fixings available, how they should be installed and the method of testing them. The Guidance Note applies specifically to catenary based installations so is also relevant to banners installed across streets.

### Key considerations

It is important that safe fixings / anchorages are achieved and that will require an understanding of the structure to which the anchorages are to be fixed, the choice of anchorage, details of the catenary system and the loadings which will be applied to it to name but three considerations. It is therefore important that structural engineer is involved within the process and signs off the design.

The key responsibilities are shown below:

Requirement	Responsibility	
Check structure for suitability for loadings	Structural Engineer	Project Manager
Choice of anchorage arrangement	Structural Engineer	
Calculate loadings	Structural Engineer	
Install anchor(s)	Structural Engineer	
Proof test anchors	Tester	
Certification as required	Supervisor	

In order to ensure the security of the catenary system the integrity of the structure to which they are to be fixed must be understood. This will then dictate the best choice of anchor with regard to the building fabric and the loads to be attached.

The majority of buildings within Westminster are of concrete or masonry construction and therefore British Standard BS 8539:2012 Code of practice for the selection and installation of post-installed anchors in concrete and masonry will apply.

### Suitability of the structure

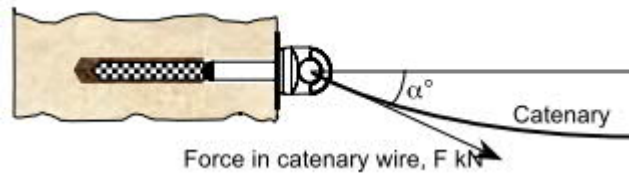
The suitability of the building structure to sustain the loads transferred from the catenary wires must be established and recorded within the project documentation, prior to any design and installation work. This must be undertaken by a competent person e.g. structural engineer.



As a general rule concrete elements which are part of a load bearing structure will be suitable but care must be taken not to drill into any reinforcement elements. Masonry structures may be suitable if they are load bearing and of solid, rather than cavity, construction and composed of strong masonry units with sound mortar joints. Cavity brickwork constructions and especially cladding panels may not be capable of transferring the tensile loads involved and require careful consideration.

Catenary wires are normally attached to anchorages such that there is a small, sag in the wire. This means that the catenary load is directed into the anchorage at a slight angle. This effectively means that the correct choice of anchor and installation is critical.

Catenary wires should not be over tightened so as to make them straight. The required tension depends on the temperature at the time of installation so that wires installed during summer months do not become too tight in cold weather and wires installed in winter do not become too slack in summer.



### Type of anchor

There are various forms of anchorage that the designer can consider and these are briefly summarised as follows, the designer must look to use the right system for the structure being fixed too and the load attached.

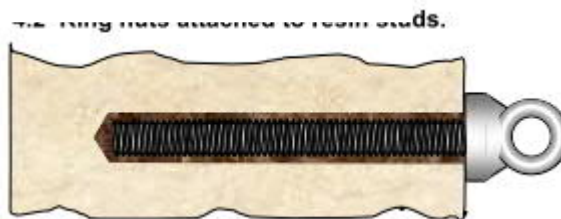
#### Eyebolts set in resin sockets

For single anchor point's eyebolts inserted in internally threaded anchors and qualified to the requirements of Anchor Devices for Fall Arrest (commonly known as safety harness eyebolts), are proven to be suitable for this application.

Where these used are used for fall arrest purposes these anchor devices are required to be marked with a reference to BS EN 795. For the purpose of this guidance it is not proposed that such anchors will be used for fall arrest purposes, as they should be clearly labelled that they must not be used for fall arrest.

#### Ring nuts attached to resin studs

An alternative to the safety harness eyebolt is a ring nut attached to a threaded rod set into resin which may be used in concrete or into solid brickwork in which case resin sleeves may be needed. Care must be taken to ensure adequate thread engagement is achieved within the ring nut and adequate stud embedment within the based material.





### Plate anchors

If the load limits or proof tests indicate that a single eyebolt will not support the required loading the a square plate fixed with 4 x M12 resin stud anchors should be considered. When considering fixing the plate onto masonry the dimensions of the plate should be chosen such that the spacing between anchors will match the brick course. A plate width of 250mm will allow standard test equipment to be positioned over the whole plate.

### Resin anchors

Resin anchors are suitable for use in concrete and hard masonry including brickwork, stonework and concrete blockwork as they do not stress the base material as would be the case with expansion anchors

Resin spin-in capsules are best used for anchors to be set in concrete although when used with care injection systems may be used. The latter are ideal for use in masonry and should be considered in conjunction with a special mesh sleeve in solid brickwork to take account of the lack of resin in the joint between leaves or perforated bricks.

Curing time is a limiting factor which must be taken into account in the planning of these installations. Curing times for all resin systems are set by the manufacturer to give a strength suitable for loading and tightening but they do not imply 100% curing at the stated time. Tightening or loading before the recommended curing time has elapsed may damage the resin bond and reduce safety margins

### Embedment depths

Embedment depths in concrete are straightforward and should follow the manufacturer's recommendations.

Embedment depths for anchors in solid brickwork depend upon the structure. To gain maximum strength from anchors set into 9" solid brickwork it is important to achieve optimum embedment into the rearmost leaf which then benefits from load transfer via the front leaf, see (A) below. Maximum hole depth for anchoring into the rear brick of 9" structures should be 170mm. Any deeper risks breaking the back of the brick out under the drilling action.

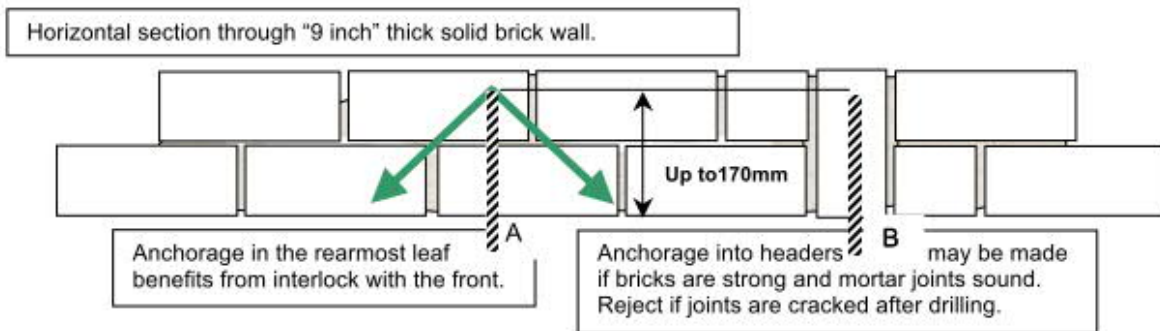


Image from the CFA

### Anchor positioning

The correct location of anchors is important to ensure that the structure can support the loadings, a number of catenary failures have been caused by failure of the structure and not the actual anchor.



The recommendations of the anchor manufacturer should be followed regarding close edge distances and spacings between anchors used in pairs or groups.

- Anchor positioning in brickwork

Anchors which are used to support catenary cables should be located at least one full masonry unit from a vertical edge, in brickwork this means at least 280mm. This distance may need to be increase substantially for lateral or shear loads the distance may depend on the magnitude of the load and condition of the masonry.

A minimum edge distance of at least 2m should be allowed from a horizontal edge in brickwork for loads in any direction.

Centre spacings between anchors should be chosen to avoid setting two anchors in the same brick

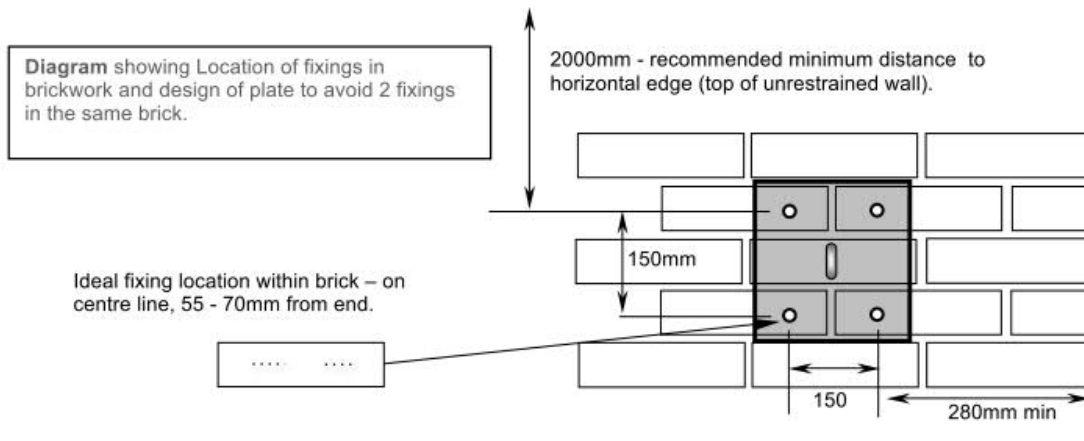
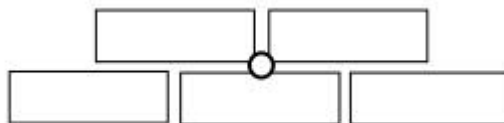


Image from the CFA

When drilling into brickwork the anchor should ideally be located in the solid portion of the brick rather than into the mortar joint. If the brickwork has been rendered the location of the centres of the courses of bricks should be identified by removing the render or by test drillings.

If however anchors may not be fixed into the bricks themselves, e.g. as a result of a conservation order, then the following approach may be sanctioned by the responsible engineer if approved by the manufacturer: (resin anchors may provide a good solution for fixings into joints).

- Choose an anchor with a diameter significantly larger than the width of the mortar joints, e.g. >14mm in a 10mm joint.
- Fix into the base of the junction between bed and perpendicular joints
- Proof tests must be carried out, on each individual anchor





## Proof tests

### Test Procedures

Test procedures for either Preliminary or Proof tests should be carried out in accordance with the CFA Guidance Note. Prior to carrying out any tests on anchors the tester should examine carefully the structure surrounding the anchor position and note any conditions giving rise to concern that the anchorage may not sustain the required load.

Such conditions will include deterioration of masonry units or mortar joints and damage such as cracks across masonry units or in mortar joints. Where ever a tester is concerned that the structure may not be sufficiently strong then that concern should be reported in the test report and it made clear that any test results (even positive ones) do not imply that the structure can take the loads.

### Regular inspection

The regular inspection of all anchor points is required to ensure that the anchor points remain in serviceable condition, are capable of sustaining the required loads and have not suffered any damage or deterioration likely to affect this capability.

The frequency of inspections will depend on factors such as the use to which anchor points have been. Within Westminster all anchor points shall be inspected and tested each time a load is to be attached or at a frequency not exceeding 12 months.

The regular inspection should be carried out to a specification determined by the original Installer and stated in the Technical File.

Regular inspection shall be carried out by competent persons and should include the following aspects

- Test loads to be applied\*, usually to be the same as the proof test load applied at the time of installation.
- Eyebolts to be removed and examined for corrosion wear or other defects and to confirm that they have been installed in an internally threaded socket.
- Eyebolts to be checked for tightness (e.g. that they cannot be unscrewed by hand)
- Nuts on stud anchors to be checked for nominal tightness (e.g. residual torque of approximately 10Nm).
- Visual inspection of componentry for rust.
- Visual inspection of surrounding substrate to check for damage including cracks in masonry or mortar joints.

### Technical file

Installers of anchors for supporting catenary systems under CDM must pass to the client a Technical File that will enable future examiners of the anchorages to fully inspect and load test them

Details which should be covered include:

- All loading calculations and the derivation of loads applied to the fixings
- For each building:
- Details of the anchors that have been installed (type and make), in the case of resin anchors the stud or socket diameter used, make and type of resin, hole diameter and embedment depth, installation torque applied.



- The test loads applied at the time of installation.
- Any restrictions regarding life expectancy.
- The requirements for regular inspections

### Catenary systems

It is not the intention of the guide to look at the design requirements for the catenary system. This should be undertaken by a suitable competent person / structural engineer. However, the following points should be noted.

#### Catenary wire

It is recommended that the catenary system should use Marine Grade flexible stranded stainless-steel wire ropes to BSEN 123845-4 with a minimum diameter of 6mm for simple festoon lighting fairy lights or bunting and a minimum of 8mm for cross street systems supporting decorations, banners or similar.

The termination of the wire rope shall be by stainless steel compression crimp type joints or by grips in conjunction with stainless steel thimbles or eyes. The introduction of a stainless-steel turnbuckle, rigging screw or similar can be used to fine tune the tension and sag after installation.

#### Safe clearances

The following is taken from the ILP PLG06 guide. The drawing below indicates the minimum clearances that must be maintained above roads, footways and pedestrian areas. Generally, no decoration or its support shall project over the road or within 0.5 metres of the kerb face at a height less than 5.7 metres above the road surface. At least 2.5 metres headroom must be provided over any area restricted to just pedestrian movement.

The transit of large loads may be carried out at short notice and certain routes throughout the country may be designated as abnormal load routes. No crossroad obstructions will be allowed below 7.5 metres above the carriageway on these routes

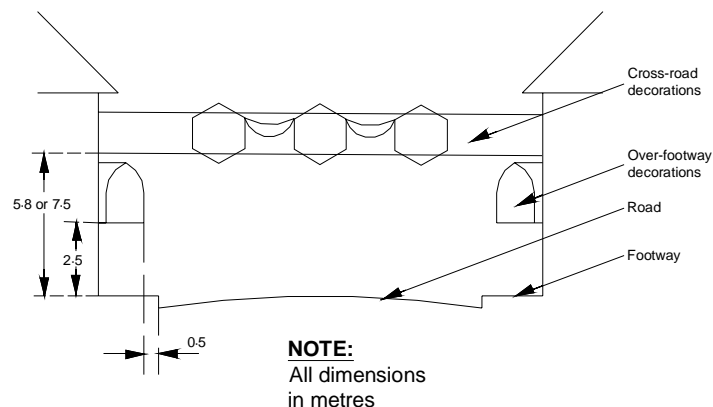


Image from ILP PLG06



City of Westminster

## Initial Westminster contact

Street / public lighting and signage Dean Wendelborn [dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)

For further information see section 11.

## Application time scales and fee considerations

Applications for third party attachments shall be made at least 30 days prior to the intended erection / fitting of the attachment. This will permit the Council to determine the appropriate fees applicable to the check, review and approval procedure under the RJO rechargeable process as well as time (subject to prompt pre-payment and correct details being submitted) for the approval process to be undertaken and approved / rejected or further clarification requests be made.





## Forms

### Good practice location indicator

Application company name		Picture of street with intended column to support the attachment highlighted			
Contact name					
Contact email					
Contact number					
Attachment type.					
Job Ref.					
Job title.					
Location					
Road name		Location plan indication at least three street names and column highlighted to aid identification			
Lat. Long.					
Post code					
Duration of installation	From				
	To				
Tech comments					

Signed on behalf of the Highway Authority: .....

Date: .....



## Highway licence for the erection, maintenance, operation and removal of third-party attachments on or above the highway

Westminster City Council acting as Highway Authority for the highways listed below hereby gives consent, pursuant to section 178 of the Highways Act 1980, to ..... (“the Operator”) to erect, maintain, operate and remove the following detailed third party attachments on or above the highways listed on the attached schedules and plans.

Attachment type: .....

The Attachment shall be as detailed on the plans and schedules submitted with the application dated reference ..... and any specific additional or modified requirements set in writing by the City Council and as attached to this consent.

This consent shall operate until ..... 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 which is .....to .....

The attachment(s) shall be installed and operated according to the Westminster Third Party Attachment Guidance.

Signed on behalf of the Highway Authority: .....

Date: .....

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 County Surveyors Society Code of Practice for the installation, operation and removal of seasonal decorations 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 Highways Authority, their servants or agents.

Signed on behalf of the operator: .....

Date: .....

### Notes to form, Highways Act.

#### Highways Act 1980 – Section 130

##### 135 Protection of public rights.

- 36. It is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it.
- 37. Any council may assert and protect the rights of the public to the use and enjoyment of any highway in their area for which they are not the highway authority, including any roadside waste which forms part of it.
- 38. Without prejudice to subsections (1) and (2) above, it is the duty of a council who area highway authority to prevent, as far as possible, the stopping up or obstruction of—



- a. the highways for which they are the highway authority, and
  - b. any highway for which they are not the highway authority, if, in their opinion, the stopping up or obstruction of that highway would be prejudicial to the interests of their area.
39. Without prejudice to the foregoing provisions of this section, it is the duty of a local highway authority to prevent any unlawful encroachment on any roadside waste comprised in a highway for which they are the highway authority.
40. Without prejudice to their powers under section 222 of the M44Local Government Act 1972, a council may, in the performance of their functions under the foregoing provisions of this section, institute legal proceedings in their own name, defend any legal proceedings and generally take such steps as they deem expedient.
41. If the council of a parish or community or, in the case of a parish or community which does not have a separate parish or community council, the parish meeting or a community meeting, represent to a local highway authority—
- a. that a highway as to which the local highway authority have the duty imposed by subsection (3) above has been unlawfully stopped up or obstructed, or
  - b. that an unlawful encroachment has taken place on a roadside waste comprised in a highway for which they are the highway authority,
- it is the duty of the local highway authority, unless satisfied that the representations are incorrect, to take proper proceedings accordingly and they may do so in their own name.
42. Proceedings or steps taken by a council in relation to an alleged right of way are not to be treated as unauthorised by reason only that the alleged right is found not to exist.

### Highways Act 1980 – Section 178

#### Notes:

- Note 1: The consent given by this notice is solely for the purpose of 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.
- Note 2: This consent is granted pursuant to subsection (1) of Section 178 and the Operators attention is drawn to:-
- (k) 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.
  - (l) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows:-  
“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: -  
“No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares 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”
- Note 3 Any person or organisation erecting or installing seasonal decorations 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.



## Check List

The "Third Party Application" check list for the erection, operation & removal of attachments within Westminster City Council.

This check list shall be read in conjunction with the appropriate sections of this document. n/a to be used where it is agreed that it is not relevant depending upon attachment type and details.

### Licence submission requirements.

Application Details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Copy of Public Liability & Indemnity Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Competency of designers and contractors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Health & Safety documentation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Attachement details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Certification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Location plans	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Energy consumption details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Summary of consultations undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Switch on event proposals	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Application fee	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Contact details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Maintenance Conditions Agreed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Financial Bond	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>



## C.7 Electric vehicle (EV) points

### Scope

The provision of EV points mounted upon columns to provide a charging service to residents without off road parking accepted and provides a desired service promoting the uptake of electric vehicles.

### Key considerations

The Ubitricity system is the system of choice within the City, in general this is permitted for use within columns providing a mounting height of 8 meters and above where the column is located for the front of the footway. Where columns are located towards the rear of the footway then the use of suitable bollards containing the charging socket will be considered on a case by case basis.

Where the column height provides a mounting height of 6 or less meters then special consultation shall be undertaken to determine suitable solutions, taking account of section 5.5 column modifications.

The requirements laid out within the main body of this document relate to such EV installations and special attention is draw to the designer / specifier with respect to section 6.1 electrical supply which also considers adjacent electrical equipment.

### Initial Westminster contact

As part of the process when considering EV point to an existing column you should first contact the Lighting Manager ([dwendelborn@westminster.gov.uk](mailto:dwendelborn@westminster.gov.uk)) who will advise on the feasibility and suitability of the column(s) concerned for supporting such equipment

### Application timescales and fee considerations

Applications for third party attachments shall be made at least 30 days prior to the intended erection / fitting of the attachment. This will permit the Council to determine the appropriate fees applicable to the check, review and approval procedure under the RJO rechargeable process as well as time (subject to prompt pre-payment and correct details being submitted) for the approval process to be undertaken and approved / rejected or further clarification requests be made.



## Forms

### Good practice location indicator

Application company name		Picture of street with intended column to support the attachment highlighted			
Contact name					
Contact email					
Contact number					
Attachment type.					
Job Ref.					
Job title.					
Location					
Road name		Location plan indication at least three street names and column highlighted to aid identification			
Lat. Long.					
Post code					
Duration of installation	From				
	To				
Tech comments					

Signed on behalf of the Highway Authority: .....

Date: .....



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The attachment(s) shall be installed and operated according to the Westminster Third Party Attachment Guidance.

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Date: .....

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Signed on behalf of the operator: .....

Date: .....

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- a. the highways for which they are the highway authority, and
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## Check List

The "Third Party Application" check list for the erection, operation & removal of attachments within Westminster City Council.

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Competency of designers and contractors	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Health & Safety documentation	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Attachement details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Certification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Location plans	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Energy consumption details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Summary of consultations undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Switch on event proposals	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Application fee	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Contact details	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Maintenance Conditions Agreed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>
Financial Bond	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>



## Westminster skill & care certificate

### Third Party Attachments / Lighting

We certify that reasonable professional skill and care have been used in the preparation of the public lighting and electrical design of the scheme noted below;

Scheme title: .....

Location: .....

With a view to:

- III. The design has been undertaken by competent designers as defined under the ILP Designer Competency requirements, evidence of road lighting design competency (training & experience);
- IV. That reasonable professional skill and care were used to ensure that the street lighting design has been carried out in accordance with the Westminster City Council's requirements as detailed within:
  - Westminster City Council's Public Lighting Design Guide;
  - Westminster Way, Public Realm Guide; and
  - BS EN 13201:2003, BS 5489-1: 2013 and appropriate Institution of Lighting Professionals guidance.
- iii It has been accurately translated into Contract Drawings, which have also been checked. The unique numbers of these drawings are

.....

.....

Name of Consultant <sup>1</sup>/ Contractor<sup>1</sup> .....

Name: ..... Signed :.....  
(Design Team Leader<sup>1</sup>, Partner<sup>1</sup> / Associates <sup>1</sup>/ Director <sup>1</sup>)

Engineering Qualification<sup>2</sup> .....  
(Design Team Leader)

Date: .....

2. The certificate is approved by FM Conway / WSP as agents for WESTMINSTER CITY COUNCIL<sup>3</sup>

Signed: ..... Name: .....

Position <sup>2</sup>: ..... Date: .....

3. The above is accepted on behalf of the TECHNICAL APPROVING AUTHORITY WESTMINSTER CITY COUNCIL.

Signed: ..... Date: .....

Name: Service Development Manager (Public Lighting) Westminster City Council.

- Notes
- 1 Delete as appropriate
  - 2 IEng MILP or equivalent – evidence of road lighting design competency (training & experience)
  - 3 Only applicable where the design has been carried out by a non-Westminster service provider