

Seasonal Lights on the Highway

Application Form

I/We have read and agree to the terms and conditions attached and are applying for permission to erect seasonal decorations over the highway.

Applicant details:

Name:

Address:

Contact number/s

Email:

The installation:

Proposed location of installations

Please include the street/s, the town or local centre and any street light column numbers

Duration of installations (date/month/year)

From:

To:



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	Yes	No
Is it proposed to have catenary wires stretched across the highway?	<input type="checkbox"/>	<input type="checkbox"/>
Is it proposed to have any electrical connection to Highway Authority Equipment?	<input type="checkbox"/>	<input type="checkbox"/>

Will you require this to be carried out by (please tick):

- Appointed Contractor
 MK Council Approved Contractor

If appointing a contractor please provide contact details so we can check they are fully approved.

Contractor name:

Contact name:

Tel:

Email:

Address:

Postcode:

Details of Contractor membership/accreditation e.g. HEA, NIE EIC etc.

Please note, if the contractor is not approved at the time of or during the installation period they will not be allowed to work on the highway in MK.

Definition of Roles Operator:

Proposed holder of licence – Person/organisation responsible for the installation and maintenance of the seasonal decorations (i.e. could be Town/Parish Council, event Manager or Contractor)

Contractor: Competent person/organisation installing and maintaining the seasonal decorations (i.e. electrical contractors / installers)

Competent person: Person qualified to carry out installation/maintenance/testing of seasonal decorations

Authorised Person: A person operating under the direct instruction of the Highway Authority (MK)



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The following documentation must be submitted with the application:

- Application form (required 4 weeks prior to installation).
- Terms and conditions – signed and dated by operator to confirm they have been read and understood
All technical information including a map showing the location of the installations with column numbers, dimensions, details of each installation.
- Proof of competency and qualifications of the contractors operatives, including the person who will complete the connection and disconnection (the 'authorised person').
- Proposed installation dates
- Method statement and risk assessment covering installation, maintenance, temporary traffic management proposals, arrangements for the protection and segregation of the public, signing and guarding, and final removal of the equipment.
- Proof of Public Liability Insurance 'Indemnity to Principle'
24/7 emergency contact numbers; which may be used at any time and at all stages of the installation ideally there should be more than one contact provided.
- Catenary wires - details and results of any tests carried out, or confirmation that tests are to be carried out (providing dates of when they are to be carried out), and providing the results when requested by the authority.
- A statement of conformity for the complete installation, in accordance with the BS 7671 (Test Certificates to follow upon installation).
- Copy of the written energy agreement (as 7.1 on Terms and Conditions)

If you have any questions or queries, regarding your application, or any of the documents within the seasonal decorations pack, email us at streetlighting@milton-keynes.gov.uk or call 01908 252353.

Send your completed application form and all requested documentation to:

streetlighting@milton-keynes.gov.uk or alternatively post to Street Lighting, Milton Keynes Council, Synergy Park, Chesney Wold Bleak Hall, Milton Keynes MK6 1LY.

