

**Festive Decorations on Highways/Landscape Land**

**Application Form**

I/We have read and agree to the code of practice attached and are applying for permission to erect festive decorations on highways and landscape assets.

**Applicant Details**

|  |  |
| --- | --- |
| **Organisation Name:** | Click or tap here to enter text. |
| **Applicant Name:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Contact Number:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

**The installation:**

**Proposed location of installations**

Please include the street/s, the town/local centre, any street light column references and provide a plan showing any trees to be used. You will be able to use the mapping system to check land ownership [(please click here for mapping](https://mapping.milton-keynes.gov.uk/)), we will also accept What3Words for location details.

Click or tap here to enter text.

|  |  |
| --- | --- |
| Duration of Installations (date/month/year) | |
| From: | Click or tap here to enter text. |
| To: | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Is it proposed to have catenary wires stretched across the Highway? |  |  |
| Is it proposed to have any electrical connection to Highway Authority equipment? |  |  |

|  |  |
| --- | --- |
| Will you require this to be carried out by: | |
|  | Appointed Contractor |
|  | MK Council Approved Contractor |

If appointing a contractor, please provide contact details and evidence accreditation

|  |  |
| --- | --- |
| Contractor Name: | Click or tap here to enter text. |
| Contact Name: | Click or tap here to enter text. |
| Contact Number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Post Code: | Click or tap here to enter text. |

|  |
| --- |
| Details of Contractor membership/accreditation e.g. HEA, NIE, EIC, etc. |
| Click or tap here to enter text. |

**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 Milton Keynes.**

**Definition of Roles Operator**

**Proposed holder of licence:**

Person/Organisation installing 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/installing)

**Competent Person:**

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

**Authorised People:**

A person operating under the direct instruction of the Highway Authority (Milton Keynes)

**The following documentation must be submitted with the application:**

|  |  |
| --- | --- |
|  | Application form (Deadline: 01 September) |
|  | Terms and Conditions (signed and dated by operator to confirm they have read and understood all technical information) |
|  | Plan showing the location of the installations with column numbers, dimensions, details of each installation and proposed trees to be used if applicable |
|  | Proof competency and qualifications of the contractor’s 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’ (minimum – five million pounds). |
|  | 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 copies of test certification, 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 BS7671 (Test Certificates to follow upon installation) |
|  | Copy of the written energy agreement (as 7.1 on Code of Practice) and confirmation of MPAN number |

**This form must be fully completed, if the form is not fully completed your application will be denied and returned.**

**If you have any question or queries, regarding your application, or any of the documents within the seasonal decorations pack, email us at** [**streetlighting@milton-keynes.gov.uk**](mailto:streetlighting@milton-keynes.gov.uk) **or call 01908 252353**

**Send your completed application form and all requested documentation to:** [**streetlighting@milton-keynes.gov.uk**](mailto:streetlighting@milton-keynes.gov.uk) **or alternatively post to Street Lighting, Milton Keynes Council, Synergy Park, Bleak Hall, Milton Keynes, MK6 1LY**