

# **Barnsley MBC**

## **Street Lighting Columns: Attachments**

### **Technical Guidance Note**

## **Introduction**

This document will explain how Barnsley MBC manage requests for attachments to street lighting columns. The document is in alignment with nationally recognised guidance provided by the Institution of Lighting Professionals (ILP). The document will be reviewed periodically and changes made in accordance with the Council's approved governance arrangements.

Barnsley MBC is the Highway Authority for the borough of Barnsley. As Highway Authority, Barnsley MBC has powers and responsibilities under the Highways Act 1980 and other statutory provision relating to the highway and road safety. Section 97 of the Highways Act 1980 allows for the Highway Authority to light the highway, and as such construct and maintain such lamps, posts and other works as they consider necessary. Once constructed any street light becomes part of the highway. Section 132 of the Highways Act states that you cannot affix **any item** to the Highway, without the consent of the Highway Authority.

If you wish to attach anything to a street lighting column, you will need to apply for a licence, from Barnsley MBC, to do so under section 178 of the Highways Act 1980. Licences may be either temporary or for a specified period but will not be open-ended/permanent. A licence is required for each new attachment to a column (for example: where a column has existing attachments, any further attachment would need a separate licence).

A licence is required as a street lighting column is classed as a minor structure and is designed to enable the support of a luminaire and bracket and occasionally a specified road traffic sign, as a minimum specification. An assessment has to be carried out on the column to determine its capacity to structurally support any additional attachment.

The licencing process enables the Council to consider each request on a case by case basis, to ensure that the structure can support any additional attachment(s) and that the highway remains safe. The Highway Code of Practice also requires Highway Authorities to consider decluttering of streets, and the licence system would enable the Council to do this.

## **Royal British Legion Poppy Displays**

Barnsley Council welcomes and supports respectful commemorative displays of Royal British Legion (RBL) poppies, on street lighting columns across the borough, as part of Remembrance activities. Due to the limited size and weight of RBL Poppies, a streamlined licensing process has been developed for their use. This can be found at Appendix A, along with a specific RBL Poppy display application form at Appendix B. If you have a display larger than traditionally used, you should contact the street lighting team to clarify which application you need to submit.

**Any attachment affixed to the highway, including a street lighting column, without a licence or consent of the Council may be removed under section 132 para (2) of the Highways Act 1980.**

### **General considerations (before you consider applying for a licence)**

Highway infrastructure attachments such as camera, sensors, signal relays etc will be limited to recognised organisations working in association with the Council. Any Town/Parish council, organisation, group or individual can attach seasonal decorations to street lighting assets, but they must comply with the following standards.

A licence will **not** be granted if the following criteria applies:

- The attachment is a litter or dog waste bin.
- The sight lines to traffic signals, traffic signs and other important highway infrastructure are blocked.
- The attachment must not be distracting to road users (flashing lights etc).
- The column is of concrete, cast iron, aluminium construction, or passively safe.
- Due to difficulties associated with testing heritage style street lighting columns fitted with embellishment kits, these will not be permitted.
- The column is hinged, as this can interfere with maintenance activities.
- If catenaries (e.g. hanging cable, rope etc) or bunting is to be attached from column to column
- Another electrical attachment is already attached the column (An illuminated traffic sign counts as one)

A simple suitability check can be requested from the street lighting team on proposed columns before submitting for structural testing and completing the licence application. This will be a feasibility check only and not indicative of a successful application.

Messaging of any plaque, flag, banner or sign will be required to adhere to the following:

- Be non-political.
- Will not cause public offense.
- Does not suggest biased on behalf of the council.
- Affect the integrity and reputation of the council.
- Does not negatively target a group or individual.

## **Application process**

The application for a licence needs to be submitted at least 8 weeks, and in some traffic sensitive locations 12 weeks, before the proposed attachment installation date.

A list of traffic sensitive roads, requiring 12 weeks' notice, is available on the Barnsley MBC website: [Traffic sensitive roads-Barnsley](#)

Information required for a successful application:

- Public Liability insurance certificate to a value of £10 million
- Professional insurance to a value of approximately £5 million
- A site-specific risk assessment
- An installation method statement
- Traffic Management Plan and evidence of signing and guarding accreditation (NRSWA), if on a traffic Sensitive Street
- Emergency Plan, including 24-hour availability contact details
- Maintenance plan – stating how the attachment will be maintained
- Structural Testing Report
- Decommissioning Plan stating how the attachment will be removed
- Information of the attachment and its mounting position.

If you have requested a connection to a Street Lighting electrical supply, please provide the following additional documentation:

- Competency evidence of each person carrying out work on the highway i.e. G39/1 accreditation, Highway Electrical Registration Details (HERS), NICEIC registration details for Street Lighting (Electrical only)
- A statement to confirm that arrangements are in place to pay for the energy consumed, this could be in the form of an unmetered supply certificate. Electrical testing certificate in accordance with BS 7671
- A statement regarding whether your design conforms with the Highway Electrical Standard Details which be requested by completing a form here

### **The attachment**

You must provide the following information about the attachment

- Type of attachment
- Overall dimensions
- Solidity of attachment
- Eccentricity (offset) of the centre of area to column centreline
- Electrical requirements and loading
- Weight of attachment
- Mounting height to underside
- Proposed method of mounting/attachment

In order to provide the above information please complete a street lighting attachment application form (**see Appendix C**) and street lighting attachment application checklist (see **Appendix D**) and provide the evidence required.

### **Structural Testing**

As part of the application the applicant will have to ensure that structural testing is carried out. This is because street lighting columns are not designed to accommodate additional loads, such as hanging baskets and Christmas decorations. As part of the application for a licence the applicant must demonstrate that any attachments to the lighting column will not compromise its structural integrity. Failure to do so could result in catastrophic failure of the lighting column.

You will be required to commission a structural test through the Council, who will engage its contractor to carry out a structural capacity check in line with **BS EN40**. Any attachment will require this structural test to be complete prior to its installation. There is a fee payable for each structural test. This fee is dependent on column type and the proposed attachment.

Any person that attaches anything to a street lighting column before receiving test results, which confirm that the column can accommodate the agreed attachment, will be liable for any column or attachment failure.

The Street lighting team will need a list of proposed columns in order to engage its structural testing contractor. Each column has a unique reference number stencilled on it. If unsure of this reference number, please contact the street lighting team on [streetlightingdesign@barnsley.gov.uk](mailto:streetlightingdesign@barnsley.gov.uk)

### **Review of the application**

The following will be considered and evaluated as part of the application review process:

- Column material
- Obstruction of other highway apparatus
- Distraction for road user
- Column use & design
- Abnormal load routes
- Whether there are any planned works that will be affected by the installation
- The safety of the council's contractors who are required to work in the vicinity of such an installation
- Access for emergency service
- Glare and nuisance from a light source
- Noise and light pollution
- Outcomes of any consultation undertaken by the applicant
- Outcomes of client's structural tests
- Ensuring all the correct plans have been submitted by the applicant
- Overhead power and telephone lines in the vicinity
- Traffic Disruption during the installation and removal (the applicant will be responsible for any traffic management act notices required)
- Traffic Sensitive streets – a permit to work on the highway may also be required
- Access for maintenance of the attachment
- Access for maintenance of the street lighting column and luminaire
- Whether the applicant is employing competent persons to undertake the work
- How the attachment is to be safely installed, maintained and removed with due consideration to both yourself and the public
- If there are other attachments that are scheduled to be attached to the same asset
- If the attachment will cause excessive movement to the column in the event of high winds

### **Application Decision**

The decision for the application will be made within 8 to 12 Weeks from the date of its submission confirmation email, where the officer will inform you that:

- The application has been approved
- Alternative locations should be considered
- More time is needed for consideration
- Your application has been rejected along with the reason

After an attachment has been deemed acceptable by Barnsley Council a licence will be granted for the attachment that is specific to the column and that attachment. This licence will last for a duration of 1 or 2 years before it expires. This is in direct alignment with guarantees/ recommendations from the structural testing company and in accordance with PLG06. For licences that have been requested on columns that have been upgraded to withhold the attachment a long-term licence of 6 years may be granted. If the applicant decides to change the attachment size, weight and mounting height from what has been specified and agreed, they will assume designer duties for the attachment, under the Construction (Design and Management) (CDM) Regulations 2015. Therefore, the applicant will be responsible for any damage to the column or subsequent injury to a highway user resulting from the asset failure.

## **Installation**

During the installation of the attachment the installer must comply with the following requirements or face the revocation of the attachment licence.

Ladders must not be placed directly against lighting columns. Use self-supporting ladders, free-standing platforms, or mobile elevated work platforms.

The fixings specified will need to be of a construction that would not impair the integrity of the decorative painting system or galvanising of the lightning 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. Alternatively, where standard support brackets are used then clips and associated attachments i.e. hanging basket(s) when subject to wind pressure and exposure class. These fixtures will be Tespa banded to the column.

Plastic cable ties or similar clips shall not be used for mounting on to the column or securing any part of the attachment. See Appendix A for guidance relating to the fixing of RBL Poppies.

The height and position of any attachment must be considered before installation. The height clearance to the underside of the attachment must be at a minimum of 2.5 metres. This covers the entirety of the attachment and not just the mounting point. This height is specified so that footway uses are not impeded. The attachment must also be a minimum of 0.5m from a kerb edge. The clearance being measured between the edge of the attachment to the face of the kerb. This is to avoid the potential of obscuring sight lines of high seated vehicles. Additionally, it helps reduce the risk of the attachment being struck by passing traffic which may contribute to a serious collision. These considerations extend to any part of the attachment including those that may move independently from the main mounting position attachment (E.g. Hanging baskets)

Under no circumstances must the column be drilled or fixed to another using approved banded fixing, any damage to the column will result in its replacement at the expense of the applicant. The method of securing the attachment to the column must be specified.

For all electrical attachments the council will install, at cost to the applicant, a 16A Commando Socket fed via a timeclock, RCD protection & suitable 6A fused supply at each point. The council will maintain the infrastructure provided that the applicant complies with the requirements of BS7671 IEE Regulations, to periodically inspect and test the installed infrastructure every 6 years. The testing can be done through Barnsley MBC if requested and will be charged through before the works are issued for completion. Failure to comply with this testing regime will result in Barnsley Council disconnecting the services and the licence for installation of the displays being revoked. The applicant will be responsible for the costs of this disconnection.

Any aspects of the installation that does not meet the requirements of the authority will be asked to rectify it within a timely manner or risk the removal of the attachment. Notice will be given with a strict removal date depending on the risk posed to road users.

In the event of an attachment failure of any kind that requires an immediate response by Barnsley Council, the applicant will be required to reimburse Barnsley Council for any cost incurred. Internal Council departments will be required to provide their cost centre and external applicants will be required to provide invoicing details, for the recovery of any such costs.

## **Energy**

Barnsley MBC is not an energy provider and will not cover the cost of electricity consumed by attachments to the Council's lighting infrastructure.

The applicant will be required to agree an unmetered supply certificate with Northern Powergrid, the Distributed Network Operator (DNO) for Barnsley. This will then be registered with the applicant's chosen energy supplier who will invoice for the energy consumed.

The applicant is required to provide evidence that payment will be made or has been made for all energy consumed prior to commissioning of any installation and is reminded that under Section 13 of the Theft Act 1968 the theft (Abstraction) of electricity is an offence which, on conviction, can lead to a term of imprisonment not exceeding five years.

Enquires can be made to Barnsley's local distribution network operator NPG at:  
Unmetered Supplies Operator  
Northern Powergrid  
Lloyds Court, 78 Grey Street, Newcastle upon Tyne NE1 6SF

Email: [unmetered.supplies.operator@northernpowergrid.com](mailto:unmetered.supplies.operator@northernpowergrid.com)

## **Licence Expiration**

The licence agreement may be ended when:

- The licence period of time has elapsed.
- The Authority gives reasonable notice to the Licensee.
- The licensee gives notice to the Authority.

The Authority reserves their powers granted under the Highways Act 1980 to have attachments that become hazardous or become the cause of an obstruction of the highway removed at the licensee's cost.

If the attachment becomes an obstruction to future maintenance or replacement of the asset, the Authority may give the licensee written notice to remove the attachment at the licensee's cost. It may not always be possible for the attachment to be reattached to the new asset, in which case the applicant will be advised of the reason why and they must submit an application for an alternative location to be considered.

Upon termination of the licence, the licensee shall remove their attachment from the highway and restore highway property to the satisfaction of the Highway Authority. If the licensee does not undertake the satisfactory removal of the attachment and restoration of highway property, the Highway Authority may carry out remedial works and recharge the cost to the licensee.

## **Royal British Legion Poppy Displays on Lighting Columns - Guidance Note**

Barnsley Council welcomes and supports respectful commemorative displays across the borough, including the installation of poppies on street lighting columns as part of Remembrance activities. To ensure public safety and protect highway infrastructure, the following guidance must be followed by all groups wishing to install such displays.

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### **Permission and Licensing**

- All installations must be authorised via an Attachment Licence, obtained by submitting the Street lighting attachment - RBL Poppy display - application form (**Appendix B**).
  - Applications must be submitted at least **10 working days** prior to the intended installation date.
  - No poppies may be installed until the licence has been formally issued.
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### **Installation Requirements**

- A list of lighting column numbers by road/street name must be provided with the application.
  - Poppies must be installed above head height to avoid interference with pedestrians and vehicles.
  - Plastic cable ties should be used, with any excess trimmed off to prevent snagging or injury.
  - Installers must take appropriate care to ensure their own safety and that of other highway users.
  - Ladders must not be placed directly against lighting columns. Use self-supporting ladders, free-standing platforms, or mobile elevated work platforms.
  - Poppies must not be attached to columns or posts that already carry road signage.
  - Displays must not obstruct visibility at junctions or signage on other posts or columns.
  - Commercial advertising is strictly regulated by the Authority and must be approved prior to installation.
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### **Safety and Liability.**

- Evidence of valid public liability insurance to the value of £10 million, covering the proposed installation activity will be required when submitting this application.
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### **Post-Event Removal**

- All poppies must be removed within five (5) working days of Remembrance Sunday or Remembrance Day, whichever is later.
- If any issue with the siting of poppies is identified or reported, the Council may require their immediate removal.



## Street lighting attachment - RBL Poppy display - application form

### Details of the Applicant:

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mobile telephone No: \_\_\_\_\_

Landline telephone No: \_\_\_\_\_

Email address: \_\_\_\_\_

### Details the Attachment

Attachment Type (Only one attachment type will be considered per application): \_\_\_\_\_  
 \_\_\_\_\_Attachment Details (weight/dimensions/wattage): \_\_\_\_\_  
 \_\_\_\_\_

Period of attachment: From: \_\_\_\_\_ To : \_\_\_\_\_

Location of attachment(s) include street names and column numbers – if column number is unavailable, please include house numbers or building names to enable column identification. Alternatively, please submit a separate list in your email.  
 \_\_\_\_\_  
 \_\_\_\_\_

### Details of Emergency Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mobile telephone No: \_\_\_\_\_

Landline telephone No: \_\_\_\_\_

- Poppies must be installed above head height, using plastic cable ties with any excess trimmed off.
- Appropriate care must be taken within the public highway to ensure safety of yourselves and other highway users.
- Ladders must not rest against lighting columns. Use self-supporting ladders, free-standing platforms or mobile elevated work platforms shall be used as appropriate.
- Do not attach to columns or posts with other road signage already attached.
- Ensure poppies do not obstruct visibility at junctions or signage on other posts/columns.
- Public liability insurance of at least £10 million is required, to cover the installation and removal of the poppies.

I understand and agree to abide by the conditions in this document. YES / NO

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Once completed, email this form (App B) to: [streetlightingdesign@barnsley.gov.uk](mailto:streetlightingdesign@barnsley.gov.uk)**

TO BE COMPLETED BY THE COUNCIL

On behalf of Barnsley MBC - Permission is hereby granted / granted as amended / refused

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## Street lighting attachment application form

### Details of the Applicant:

Name of Applicant:

Address:

Mobile telephone No:

Landline telephone No:

Email address:

### Details the Attachment

Attachment Type (Only one attachment type will be considered per application):

Attachment Details (weight/dimensions/wattage):

Period of attachment: From: \_\_\_\_\_ To : \_\_\_\_\_

Location of attachment(s) include street names and column numbers – if column number is unavailable, please include house numbers or building names to enable column identification. Alternatively, please submit a separate list in your email.

### Details of Emergency Contact

Name:

Address:

Mobile telephone No:

Landline telephone No:

If Electrical Equipment – MPAN details attached?

YES / NO / Not Applicable

I have read the Street Lighting Attachment guidance on the Barnsley Council Website.

YES / NO

I have completed and attached the application checklist

YES / NO

I understand and agree to abide by the conditions in this document

YES / NO

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Once completed, email this form (App C) and the completed checklist (App D) to:**  
[streetlightingdesign@barnsley.gov.uk](mailto:streetlightingdesign@barnsley.gov.uk)

TO BE COMPLETED BY THE COUNCIL

On behalf of Barnsley MBC - Permission is hereby granted / granted as amended / refused

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## **Street lighting attachment application checklist**

Please tick to confirm that you have included the following along with your application form:

Information required for a successful application:

- ☐ Public Liability insurance certificate to a value of £10 million
- ☐ Professional insurance to a value of approximately £5 million
- ☐ A site-specific risk assessment
- ☐ Attachment specification: maximum weight, dimensions, mounting height, method of securing the attachment to the column, product data sheet.
- ☐ An installation method statement
- ☐ Traffic Management Plan and evidence of signing and guarding accreditation (NRSWA), if on a traffic Sensitive Street
- ☐ Emergency Plan, including 24-hour availability contact details
- ☐ Maintenance plan – stating how the attachment will be maintained
- ☐ Decommissioning Plan stating how the attachment will be removed

If a connection to the street lighting electrical supply is required, the following must also be provided:

- ☐ Evidence of installer competency: G39/1 accreditation, highway Electrical Registration Details (HERs), NICEIC registration details for street lighting.
- ☐ Evidence of arrangements to pay for the energy consumption (if applicable), which is an unmetered supply certificate (MPAN)
- ☐ Electrical testing certificate in accordance with BS7671
- ☐ Details of how the design will conform to highways Electrical Standard Details
- ☐ Complete Risk Assessment
- ☐ Health and Safety Plan
- ☐ Details of electrical supply sources, circuit protection and inspection certificates.