

Festive Decorations - CONDITIONS OF ISSUE

General

1. Applications must be received by TfL at least three months in advance of the effective date to enable sufficient time for the application to be properly assessed.
2. A Method Statement and Traffic Management Plan must be provided to TfL at least 2 months before the effective date to enable sufficient time for the application to be properly assessed.
3. The licence shall not be granted until TfL have received a method statement for the erection of the Apparatus which shall including the Traffic Management plans for its placement and removal
4. The erection of the Apparatus shall only be carried out;-
 - in accordance with the approved Method Statement;
 - in line with the Highways Act 1980; and
 - by a person suitably qualified to carry out the works to install the apparatus and suitably Health and Safety trained by the Applicant body. NB: In the case of electrical works, the person carrying out the installation shall be registered with NICEIC and copies of any registration certificates shall be produced to the Grantor on demand;
 - by a member of ASLEC (Association of Signals, Lighting and other Highway Electrical Contractors)
5. All electrical installation works and system checks shall be carried out accordance with the latest edition of the (BS7671) Wiring Regulations by a competent certified electrician, and the lighting systems energised by a competent electrician.
6. The apparatus shall not be in place otherwise than within the period of the consent set out in the application
7. The applicant agrees not to allow the apparatus to interfere with or be a source of danger to any person using any part of the Road or any other public highway and if required, to forthwith remove the Decorations at the request of the Grantor;
8. The applicant agrees not to interfere with or cause damage to any asset where apparatus might be attached, and if so, undertake any remedial work to the satisfaction of TfL
9. To comply with any directions in writing by TfL with respect to the erection and maintenance of traffic signs in connection with the placement of the apparatus
10. To allow the Grantor to carry out an inspection of the Decorations;
11. To inspect the Decorations no less than once per week throughout the period of the consent and to forthwith carry out any works of repair and maintenance identified as being required during such inspections. TfL reserve the right to contact the applicant where an emergency has arisen and failing a suitable response time from the applicant, TfL shall make safe the site at the applicant's expense.
12. To carry out any repairs or maintenance which the Grantor requires within three days of written notification of the works, except when the Grantor notifies the Grantee that the works are required as an emergency when the works shall be carried out immediately.
13. On completion of this Licence to pay to the Grantor the sum of £75 being the Grantor's legal costs of preparing this consent and associated inspection costs
14. Where TfL have granted permission to the proposals, the applicant agrees to undertake any proposed alterations that may be required to the column(s) at their expense,

15. The applicant agrees to submit full method statements for the erection and dismantling of the decorations
16. Unless otherwise expressly agreed in writing by the Grantor, to install and operate according to the County Surveyor's Society Code of Practice for such works
17. The applicant agrees to supply 24/7 emergency contact details
18. Structural reports may be required by TfL

Structural Requirements

- 1 The owners of any structure shall remove the equipment, at their own expense, immediately if directed to do so for whatever reason, by Transport for London.
- 2 No permanent fixtures may be made in, on, or to any highway authority property other than as agreed in writing in advance by Transport for London.
- 3 No holes may be drilled or made in any highway authority property other than as agreed in writing in advance by Transport for London.
- 4 No attachment or its support may project within 0.5 metres of the kerb face at a height less than 5.3 metres above the road surface.
- 5 At least 2.5 metres headroom must be provided over any area open to pedestrian movement.
- 6 No attachments may be made to any bracket arm or extension fitted to a lighting column or traffic sign.
- 7 No attachment may interfere or obstruct access to any lantern or column access door.
- 8 No attachment may be made to a lighting column which carries a traffic sign other than a waiting restriction plate.
- 9 Any cable span crossing the highway or any span greater than 3 metres must be:
 - o securely attached at each end and at any intermediate support; and
 - o supported by means of a separate high tensile stainless steel catenary wire either continuously bound up with the cable or attached thereto at intervals not exceeding 250mm by means of purpose designed clips; or
 - o supported by means of an integral catenary wire incorporated into the cable during manufacture.
- 10 The distance between supports must not exceed 10 metres.
- 11 Appropriate loading calculations must be made to determine the suitability of the proposed supporting structure e.g. lighting column.
- 12 No spans crossing the highway may be fixed to lighting columns. Fixing must be to buildings only. Details, including dimensions of the catenary cables must be provided to TfL by the installer in advance.
- 13 All brackets, clips, attachments and similar items must be manufactured from non-ferrous material (e.g. stainless steel) and must be of sufficient size and strength to support the attachment when subject to a mean hourly wind speed of 40 knots.
- 14 All brackets, clips, attachments and similar items must be fitted with a suitable neoprene gasket between the lighting column and the fixing.
- 15 No attachment may be made to any glass reinforced plastic column or aluminium column.

Electrical Requirements

- 1 TfL's power supplies are unmetered and it can therefore only permit connection to its supplies if evidence is provided that arrangements have been made for the scheme promoter to account directly to the Distribution Network Operator (DNO) for the power consumed. In the case of a private scheme, TfL will assist the applicant in making such arrangements, but will not be responsible for the collection and payment of any amount due to the DNO. In the case of a local authority scheme, the authority should confirm that it is accounting directly to the DNO for the **total** power consumption of the scheme (i.e. local roads plus TLRN). Written permission for electrical connections must be obtained in advance from Transport for London.
- 2 All equipment must be manufactured to British Standard or European Harmonised Standard and must be installed and tested in full compliance with the current edition of IEE Wiring Regulations.
- 3 All lamp holders must be vulcanised and moulded onto the outer sheath of the cable and must be suitable for Edison Screw or BC Lamps. No "pin prick" type lamp holders may be used.
- 4 All plugs, sockets and connectors must comply with BS4343.
- 5 All electrical equipment and cables incorporating catenary wire must be placed at a minimum height of 3.5m in positions inaccessible to vehicular traffic. Cables without catenary wire must be placed at a minimum height of 5.2m in accordance with BS7671.
- 6 The electrical supply may be taken from an existing Regional Electricity Company cut out, inside a lighting column or traffic sign.
- 7 The applicant must ensure by means of a suitable RCCB and HBC fuses that each sub-circuit has sufficient discrimination under fault conditions not to affect other circuits.
- 8 A suitable time mechanism to provide control over the operational hours of the equipment must be incorporated.
- 9 If electrical supplies are taken from road lighting columns and sign posts, it is essential that the column door or the access door to any additional box is able to be locked properly after the supply cables are in position without affecting the water resistance and security of the supply point.
- 10 Any additional box which may be used must be:
 - adequately attached to the columns base and effectively earthed;
 - resistant to the weather to the same degree as the column;
 - mechanically suitable and provided with a lock operated by a standard key;
 - capable of containing all components and with space to make cable terminations; and
 - sited so as not to cause inconvenience or danger to road users or pedestrians.
- 11 Cable runs must be routed to be clear of any area of work and in particular, suspended cables must be sited with due regard to the movement and operation of mechanical plant.
- 12 No cables may be laid on the ground without adequate protection. This requirement applies equally to any cables operating at reduced voltages.
- 13 Column doors must be refitted and securely locked on completion of work.

MATTERS AGREED BETWEEN THE PARTIES

The parties agree that:

1. the provision of a permanent supply [of electricity] does not imply exclusive use [of the street furniture on which the Decorations are placed];
2. the Grantor reserves the right to disconnect and remove any or all of the Decorations, which in its absolute discretion is faulty or dangerous in which case the expenses of the Grantor shall be reimbursed in accordance with clause (iv) below;
3. any damage caused to the Grantor's property by the installation or operation of the Decorations will be repaired by the Grantor whose expenses shall be reimbursed in accordance with clause (iv) below; and
4. where a provision of this Licence requires that costs charges and expenses incurred by the Grantor as a result of the installation of the Decorations are to be reimbursed by the Grantee, the Grantee shall pay such sums as are required by the Grantor to be paid within seven days of the delivery to the Grantee of a written demand for payment;

INDEMNITY

The Grantee agrees:

1. to take out public liability insurance for the period of the consent with a minimum limit of indemnity of £5,000,000
2. to indemnify the Grantor as highway authority for the Road and the Electricity Distribution Network Operator against any claim in respect of injury, damage or loss arising out of the placement of the Decorations on the Road

RIGHTS OF THIRD PARTIES

1. Any third party who is not a party to this Licence has no right under the Contracts (Rights of Third Parties) Act 1999 ("the Third Party Act") to enforce any term of this Licence even though a term may purport to confer or may be construed as conferring a benefit on a third party. This does not affect any right or remedy of a third party, which exists or is available apart from the Third Party Act.
2. The Third Party Act applies to this Licence to the effect that any member of the Transport for London Group has the right to enforce any provision contained in this Licence against the Grantee to the extent that the provision confers a benefit or purports to confer a benefit on that member of the Transport for London Group.
3. Parties to this Licence are entitled to rescind the consent or vary any term of the consent only with the Licence of any member of the Transport for London Group.

ASSOCIATED COSTS FOR APPLICATION

Standard admin and site inspection charge for licence: £75

(Cheques to be made payable to Transport for London)