



From mountain to sea

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Festive Lighting Policy Manual

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1 Introduction

1.1 Legal and policy background

Aberdeenshire Council's support for the provision of festive lights is primarily to encourage commercial activity in our town centres at Christmas. The Council also recognises the desire of smaller communities to have festive lights and the *Festive Lights and Attachments to Street Lighting Columns Policy* provides a framework to work with communities to meet their aspirations.

Section 90 of the *Roads (Scotland) Act 1984* requires that anyone who wishes to fix overhead apparatus over, along or across a road (including associated footways and verges) must first obtain consent from the roads authority. Similarly, any free-standing features (such as Christmas trees) placed in the public road could be construed as an obstruction under Section 59 of this act and again consent must be obtained prior to installation

This manual sets out how consent can be obtained, the standards that must be met and the general conditions that will apply for anyone looking to install festive lights within the public road in Aberdeenshire. The *Banners, Bunting and Attachments to Lighting Columns Manual* gives further specific guidance and requirements relevant to festive lighting installations and should be read in conjunction with this manual.

This *Festive Lighting Manual* is directly referred to in the Policy and the requirements contained within this manual shall be mandatory for all non-trunk roads in Aberdeenshire.

Aberdeenshire Council may remove, without notice, any installation which has been installed without consent or which does not fully comply with the conditions of its consent. We will seek to recover from the responsible persons the costs for removal along with the costs of making good any damage caused to our assets.

Enquiries and requests for permission involving the trunk road should be directed to the appropriate operating company (see section 7.2).



2 General principles

2.1 Festive-lighting season

Permission shall only be granted for festive-lighting installations to be installed for a **maximum of seven weeks** during the period from **14 November to 14 January**.

2.2 Commercial sponsorship

Festive-lighting installations within the public road must not feature the name, logo or any other marking associated with a commercial organisation.

2.3 Insurance

Anyone wishing to erect festive lighting within the public road must indemnify Aberdeenshire Council against any claim for loss, injury or damage whether to persons or property or both in any way caused by or connected with their installation.

Applicants must demonstrate evidence of insurance cover against third party claims to give cover up to £5,000,000 for the above purpose.

2.4 Location

It is for communities to determine the most appropriate location for their festive displays. However, there are certain requirements that will have to be met for an application to be successful.

Festive lights must not obstruct traffic signs or impede driver or pedestrian visibility. Flashing lights shall not be permitted within 10m of traffic signals, pelicans, zebras or other controlled pedestrian crossings or within driver's sight lines when approaching such features.

Applicants wishing to mount festive lights on lighting columns should be aware of and comply with the requirements set out in section 2.3 of the *Banners, Bunting and Attachments to Lighting Columns Manual*.

There may well be costs associated with the application to erect festive lights at a particular locations, such as an upgraded structural column or appropriate electrical socket. It is the sole responsibility of the community group to meet any such costs.

Some street lights are mounted on wooden electricity poles. These are not suitable for supporting festive-light installations.

Please note that applications for permission to install festive lighting at new locations will require an assessment of the site, including the suitability of the column. Should additional work be required, such as the installation of a new column or electrical socket, this may take a number of months to organise due to competing priorities within the Team. To avoid disappointment the initial application for a new site should be submitted as soon as possible.

Standalone Christmas trees may be a more suitable alternative in some locations, and the Council's street lighting team can offer community groups advice on connecting apparatus to the mains electricity supply.

2.5 Installation, maintenance and removal

The installation, maintenance and removal of festive lights within public areas can expose both the person carrying out the operation and members of the general public to electrical, structural or traffic hazards. For this reason it is essential that any person doing this work is competent to do so.

Applicants shall be required to demonstrate both the electrical safety and structural adequacy of their installations in their application submission. All operations within the road shall comply with *Safety at Street and Road Works: a code of practice 2013*. Risk assessments and method statements should be in place prior to commencing any works.

All festive decorations shall be fit for purpose and have an ingress protection of at least IP66.

Maintenance of electricity sockets are likely to be required during the design life of the lighting column. The community organisation shall be responsible for meeting the cost of any necessary maintenance and/or replacement of these sockets.

3 Electrical supply

3.1 Use of street-lighting electrical supply

Aberdeenshire's street lighting is powered by an unmetered electricity supply and the sum paid to the supplier is calculated from the electrical load and the burning hours of our street lights.

To ensure that the correct payment is made for all electricity used (and for reasons of electrical safety) festive lights may only be connected to the Council's street-lighting electrical supply when consent, linking each lighting feature to a specific column, has been granted.

Where permission is granted to use the street-lighting electrical supply, this shall only be done by connecting a 16A "Commando" plug into an existing matching socket on a column. The connection shall only be used to supply the single festive feature mounted on that column. **The use of adaptors or other arrangements to supply any light or feature other than that on the supporting column is strictly prohibited.**



Applicants, or others acting on their behalf, must not open, switch on/off or in any other way interfere with street-lighting cabinets, columns or other apparatus.

3.2 Payment for electricity

Aberdeenshire Council will meet the cost of electricity for a prescribed number of festive lights in each community. The allocation has been calculated on a prorate basis, and can be found in Appendix 1 to this Manual.

Should a community group wish to have additional festive lights, they will be required to meet the full cost of the electricity.

To reduce the administrative burden any request for additional festive lights will be for a 5 year period.

This charge shall be estimated on a 50W load for the seven week maximum period. An annual uplift will be applied, based on the historic and projected trend information for electricity costs.

The charge shall be considered to be a fixed cost covering the 5 year period of the proposed installation.

3.3 Private electrical supplies

Private electrical supplies for features within the public road must comply with the requirements of the current version of the IET Wiring Regulations. Protective earthing must be maintained at all times and a 30 mA RCD shall be installed at the point of origin. Supplies feeding features crossing streets must include the facility to allow the roads authority to isolate the feature in the event of an emergency without requiring access to private premises.

A SELV 25 Volt AC power supply shall be used for all electrical features mounted at a height of less than 2.5m above the footway or otherwise within arm's reach of the public.

Secondary electrical supplies (i.e. any electrical supply other than the street-lighting electrical supply to that column) must not be connected to a column-mounted feature. Street-lighting columns, or any attachment connected to them, must not be used to support cables or any other apparatus connected to a secondary electrical supply.

3.4 Testing and inspection

All installations must be inspected and tested prior to commissioning in accordance with the IET's *Guidance Note 3: Inspection & Testing*. Festive-light units must have undergone visual inspection and electrical testing no more than 6 months prior to the proposed installation date. This shall be carried out by an authorised electrical contractor or otherwise responsible qualified person who must complete and sign the [Festive Lights Test Certificate](#).

4 Attachments to street-lighting columns

4.1 Feature Specification

Festive lighting features attached to street-lighting columns should satisfy the following requirements:

1. Windage of feature must not exceed 0.3m²;
2. Feature should be mounted on lightweight aluminium frame and weigh no more than 10kg;
3. Low energy lights shall be used on features and power consumption shall be less than 50W;
4. Features must be located at least 1.0m below the street light; **and**
5. Features shall be tested (PAT) and inspected annually.

4.2 Structural adequacy of columns

Applicants wishing to mount festive lights on lighting columns should be aware of and comply with the requirements set out in section 2.3 of the *Banners, Bunting and Attachments to Lighting Columns Manual*.

Should the identified column be unsuitable to accept a festive light, the community group can request an upgraded column to be installed. They will be responsible for meeting the costs of that installation, including the addition of a suitable electrical socket.

4.3 Clearances

All column-mounted lights must be at least 2.5m above the footway (3.4m where horse riders may be expected) and must not extend to within 0.5m of the edge of the carriageway.

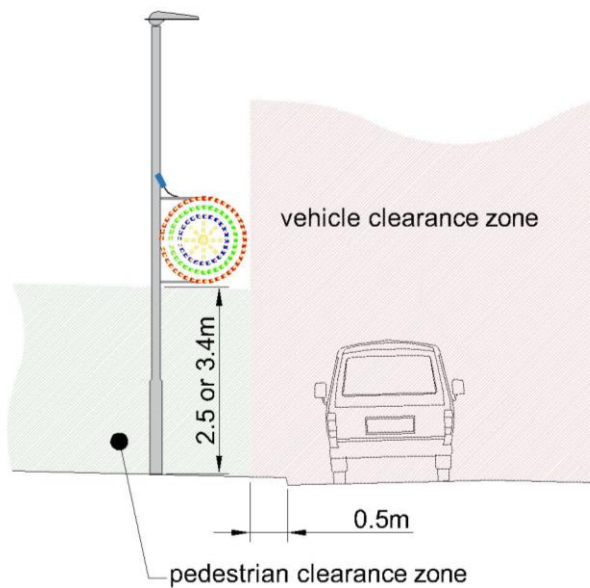


Figure 4.1: Column-mounted festive lights

5 Features crossing streets

5.1 Catenary wires

Applicants wishing to mount festive lights across streets should be aware of and comply with the requirements set out in section 6 of the *Banners, Bunting and Attachments to Lighting Columns Manual*.

5.2 Clearances

All festive-lights must be at least 5.8m above the carriageway and the 0.5m sections beyond either side of the carriageway (see Figure 5.1). The clearance height shall be increased to 7.5m on the freight routes identified in section 10 of the *Banners, Bunting and Attachments to Lighting Columns Manual*.

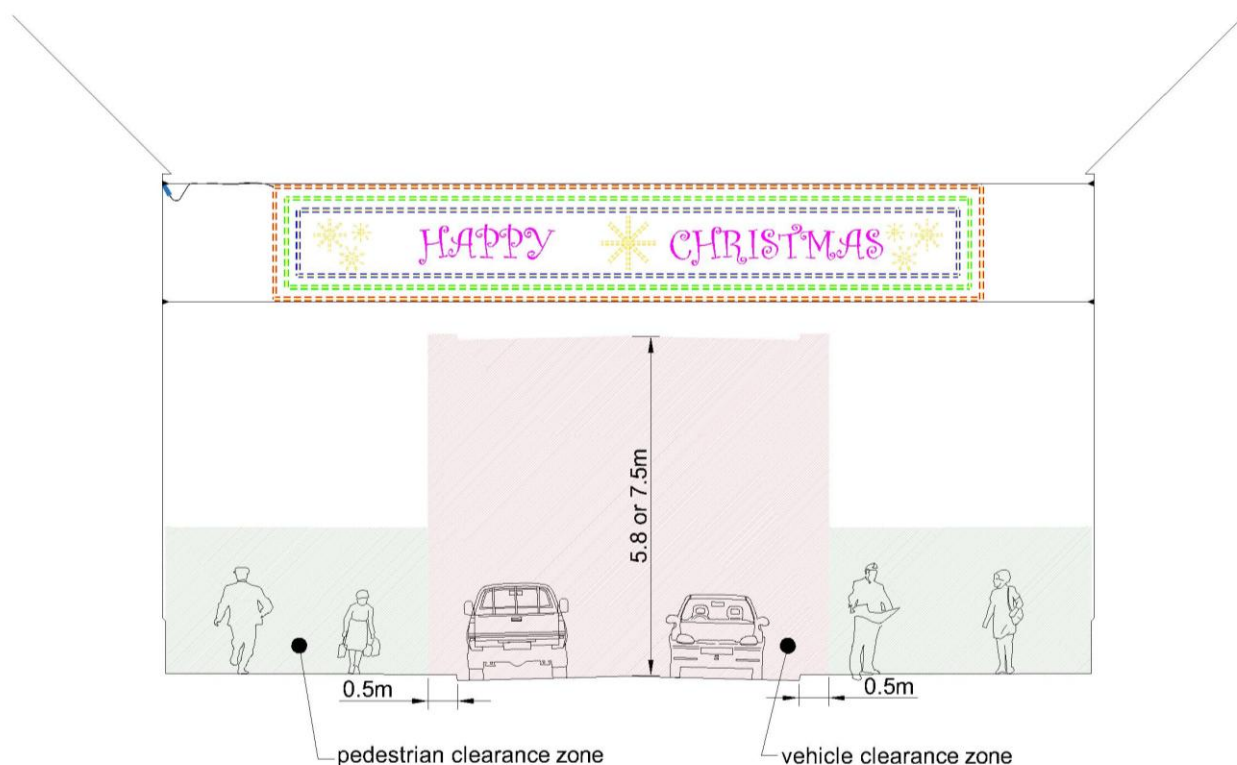


Figure 5.1: Festive lights crossing streets

6 Free-standing displays

Christmas trees and other free-standing festive displays within the public road shall require authorisation prior to installation.

Authorisation shall not be granted for connecting free-standing displays to the street-lighting electrical supply however the Street Lighting team can provide advice on alternative arrangements.

Where the lit-display is at ground level then additional precautions, such as a suitably robust barrier, should be considered to keep the public at least 2m away from any part of the display.



7 Applying for consent

7.1 Aberdeenshire Council

All applications must be made using the appropriate application form and submitted to the relevant Area Manager

(Details to be added)

For existing locations, a fully completed applications must be received no later than 1 October. Applicants are encouraged to submit their application as early as possible to afford officers the opportunity to proactively work with groups to ensure applications contain all the relevant details enabling groups to meet this deadline.

For a new location, an assessment of the site, including the suitability for the column, will be required. Should additional work be required, such as the installation of a new column, this may take a number of months to organise. To avoid disappointment the initial application for a new site should be submitted as soon as possible.

7.2 Trunk Road

The A90 and A96 are trunk roads. These are managed by Transport Scotland on behalf of the Scottish Government rather than by Aberdeenshire Council.

All enquiries relating to proposals on the trunk road should be directed to

[AMEY](#)
