



Working for the People of Saltash

Invitation to tender – Saltash Christmas Lights

1. Saltash

Saltash is a thriving community, with lots of drive and ambition to improve. Right at the 'Gateway to Cornwall', it has a unique Waterside setting, excellent transport links (bus, train, ferry, minibus, Beryl bikes), and with the great City of Plymouth just across the Tamar, it's a desirable place to live, work, learn and visit.

2. Background

Organising the Christmas lights in Saltash has always been done by several companies, this is no longer sustainable due to the management of the programme. Saltash Town Council ("the Town Council") is now seeking tenders from suitably qualified and experienced contractors to provide a Christmas Lighting Display in Saltash Town Centre for three years. The scheme of work involves design, supply, installation, maintenance, removal and storage of leased Christmas lights and decorations annually. The Town Council is looking for new designs and ideas, with a Cornish theme, and is interested in eco-friendly displays, e.g. energy efficient LED's, solar options, etc.

3. Tender Requirements

Tenderers are invited to use their experience and their product ranges and design knowledge to present a scheme for Saltash that enhances Fore Street, the top section of Lower Fore Street, Saltash Waterside and Victoria Gardens during the festive period (refer to Appendix A for further information).

The scheme should create a focal point on Fore Street. The Christmas trees will be in Victoria Gardens and Saltash Waterside Green (the trees are not part of the specification and will continue to be delivered by Saltash Town Council).

Key points:

1. It should be noted that currently we have a mix of festoon lighting, cross street motifs, snowflake tree decorations and a welcome banner situated in Fore Street. Saltash Waterside have festoon lighting and a Christmas tree, Victoria Gardens has a Christmas tree.
2. A full in-depth survey will be required to establish that your proposal will be compatible with the existing electrical services. Power supplies for the existing scheme are taken from the lighting columns (refer to Appendix A for further information).
3. Consideration should also be given to the existing fixing points, their suitability and undertaking of strength testing certification and necessary replacement. It should be noted that the existing catenary wires hold festoon lighting and in the past bunting, last tested at the end of 2022.
4. You will be expected to fix any fixing point failures within the set budget. However, if this is not possible, the Town Council are open to discussion.
5. You will be responsible for any necessary building owner / tenant consents; however, the Town Council may be able to assist with local liaison.
6. You will be expected to undertake pre installation lighting checks / repairs to the lighting supplied and installed on the lead up to the light switch on event to be held on 15 November 2024.
7. All lights must comply with the appropriate UK and European standards and be annually tested and certified with all repairs necessary included in the contract price.
8. You will be expected to apply to Cornwall Council Streetworks for any road closures that may be required to undertake the works along with an application to hang seasonal lighting over the highway (refer to Appendix C for example).
9. Risk and Method Statements will be required covering all elements of your work.
10. Full insurance cover will need to be provided for installation, including operatives, duration of installation season and the taking down of the lights.
11. ISO and Alcumus accreditations will need to be provided.
12. Electrical testing and certification will be required.

13. Festive light infrastructure will need to be tested and inspected annually. Repairs to be undertaken in advance of the Christmas season.
14. You will need to provide all access equipment.
15. You will need to provide ongoing maintenance and repair works during the Christmas period. Any faults must be rectified within 48 hours unless evidence is provided of the need for an appropriate extension. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the Christmas lights.
16. The quotation needs to include de-installation, storage and testing in readiness for the following season.
17. The contractor is not required to provide or attend a switch on event.
18. You may be asked to undertake a detailed presentation at a meeting of the Town Council, date and time to be arranged.

Essential locations to be decorated with Christmas lights are:

- Fore Street
- Top section of Lower Fore Street
- Saltash Waterside
- Victoria Gardens
- The Guildhall – to be undertaken in-house, for your information only

Quotations should be broken down into individual locations as listed above with prices being specified against each line.

The tender should include a set of visuals of the proposed lighting design for each location.

The dates for the lights to be erected and removed must be agreed with the Town Council on an annual basis. For the year 2024, the lights need to be in working order and installed by Friday 15 November 2024 and taken down and stored the first week in January 2025.

3. Site Visits

A site visit is highly recommended, for prospective contractors to familiarise themselves with the locations, requirements, and any working restrictions. The Town Council's Service Delivery Manager and Assistant Service Delivery Manager are available to meet contractors at a mutually agreeable time by contacting services@saltash.gov.uk or 01752 844846 option 2.

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of works.

4. Tender Clarifications

Any queries or correspondence relating to this document should be directed to the Administration Officer at tenders@saltash.gov.uk or 01752 844846 option 5.

Any question or request for clarification considered to be of material significance, will be published with the response, in an anonymous format, on the Town Council website 'Tenders' page <https://www.saltash.gov.uk/tenders.php>

5. Contract Price

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to two decimal places.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to the award of contract.

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at Town Council meetings.

All pricings should be exclusive of VAT.

Quotations should remain open for an initial acceptance for a minimum of 60 calendar days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

Project Value and Contract Duration:

A maximum budget of £28,500 plus VAT is assigned to this tender for a three-year contract - £9,500 per annum. However, the Town Council are aware of potential annual increases and are open to discussions each year, subject to a comprehensive report outlining the reason and increase of cost, to be considered at a Town Council meeting.

6. Timetable

<u>Stage of Procurement</u>	<u>Deadline</u>
Tender advertised via Contracts Finder and Saltash Town Council website	7 August 2024
Final date for submission of clarifications to questions to tenders@saltash.gov.uk	16 August 2024
Final date for responses to clarifications published on Contracts Finder	20 August 2024
Deadline to return the tender to Saltash Town Council by email to tenders@saltash.gov.uk	27 August 2024 by 5pm
Evaluation of tenders by representatives from Saltash Town Council	Scoring on 30 August 2024
Town Council Meeting/Award of Contract	12 September 2024
Contractor to report to the Town Council, if required	12 September 2024 (TBC)
Tenderers notified of the outcome	By 16 September 2024
Appointment made and contracts agreed and signed	by 18 September 2024
On site meeting in Saltash with successful contractor	September 2024 TBA
Works commence	October 2024 TBA
Display installed and fully operational	By 1 November 2024
PR and launch of Christmas Light display	November TBA
Lights switched on	15 November 2024
Lights switched off	2 January 2025
Removal of lights	2 / 3 January 2025

Clarification Questions:

Questions of clarification – to be emailed to the Administration Officer at tenders@saltash.gov.uk by 16 August 2024. All Clarifications posted on Contracts Finder by 20 August 2024.

Applicants are advised that where such enquiries have been made, and it is appropriate to do so, clarification enquiries will be shared with a copy of the written reply through Contracts Finder, anonymity preserved.

7. Submissions

Please submit all the Tender documents by 5pm on 27 August 2024 by email to tenders@saltash.gov.uk with the following wording ONLY in the subject box:

“Saltash Christmas Lights Tender Strictly Confidential”.

Tenderers should request confirmation of receipt. Late submissions will not be considered.

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

Tenderers shall not discuss the tender they intend to make or release any information about the tender they intend to make, other than with professional advisers who need to be consulted for preparation of the tender.

8. Tender Submission Requirements

The following information should be included:

Organisation and Contact Details:

Full name and address of organisation

Name/job title of the project lead for contact purposes

Email address and telephone number

Organisational status of the supplier (Company Registration Number, VAT number as appropriate)

Specification and Schedule of Works Pricing Sheets

A detailed cost breakdown is to be provided of each element of the work. Details of energy usage of lights and a set of visuals of the proposed lighting designs for each location is also required.

Project Management

Set out how you would carry out the work, including lead in times, overall project timelines with a breakdown of key milestones in a high-level Project Plan, and an indicative programme of works, including the resources you will employ and the use of any sub-contractors.

Options and Alternative Offers

Please clearly state if any options or alternative offer(s) have been made.

Relevant Experience

Please provide at least one reference from a similar sized town with examples of work, on a contract undertaken by your company in the last three years that you consider demonstrates a track record of relevant experience, highlighting key similarities to this contract. The Town Council may contact the referee.

Insurance

Please provide copies of your certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance (not less than £5 million), and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none, state none). Please contact us if you believe these levels are a problem for your organisation.

Other Requirements

Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Town Council standard payment method is by BACS. The standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Tenderers must provide a clear statement regarding any potential conflicts of interest for this procurement between their company and Saltash Town Council whether directly or indirectly through financial, economic or other personal interests which might be perceived to compromise the impartiality of any party in the context of this procurement procedure. **Please confirm within your tender submission if there is a conflict.**

Your organisation shall always comply with the requirements of all relevant Health and Safety legislation and all associated Acts, Regulations and Approved Codes of Practice relating to provisions of Christmas lighting installation and display.

Saltash Town Council is a Living Wage employer. Under this project, we encourage your organisation to pay its workers the Living Wage rate.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010.

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Tenderers are hereby notified that Saltash Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) always comply with the provisions of the Human Rights Act 1998 in the performance of this project.

Particular reference should be taken to the following legislation:

Public Contracts Regulations (2015):

<https://www.legislation.gov.uk/ukxi/2015/102/contents>

The Bribery Act (2010):

<https://www.legislation.gov.uk/ukpga/2010/23/contents>

Public Services (Social Value) Act 2012:

<https://www.legislation.gov.uk/ukpga/2012/3/contents>

Freedom of Information Act 2000:

<https://www.legislation.gov.uk/ukpga/2000/36/contents>

Environmental Information Regulations 2004:

<https://www.legislation.gov.uk/ukxi/2004/3391/contents>

Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents>

Transparency Code 2015

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Counter Terrorism and Security Act 2015

<https://www.legislation.gov.uk/ukpga/2015/6/contents>

Modern Slavery Act 2015

<https://www.legislation.gov.uk/ukpga/2015/30/content>

S

Late Payment Directive 2015

<https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive>

Quotation and Governance Form – the completed quotation form and governance document to be signed and returned – Appendix B.

Conflict of Interest – a conflict of interest statement to be returned if applicable as per section 8.

9. Tender Evaluation

Each Tender will be checked for completeness and compliance with all requirements of the 'Invitation To Tender'. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

Evaluation Criteria

The overall award criteria that will be used in evaluating submissions will be 60% on quality, 30% on cost, and 10% on environmental sustainability. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

Criteria	Weighting	Requirement
Supplier status	Pass/Fail*	Confirmation that governance checks are met. *only organisations passing this stage will be considered for this project
Quality	60%	Demonstration of understanding of the brief Visual appeal including appropriateness to setting In line with required timescales Demonstration of relevant experience, including track record on Christmas light displays Guarantees and warranties on equipment
Price	25%	Cost / competitiveness
Environmental sustainability	10%	Distance from site to company for travel Energy efficiency of products Production of products
Policies / Certs	5%	Environmental and Equality Policies in place and how these will be applied to this project Insurance, Health & safety record, and relevant accreditations

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Saltash Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion weightings in the table above.

Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

Saltash Town Council is not bound to accept the lowest price or any tender. Saltash Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Saltash Town Council's internal procedures and Saltash Town Council being able to proceed.

10. Disclaimer

The issue of this documentation does not commit Saltash Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Saltash Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Saltash Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Saltash Town Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Saltash Town Council, or any information contained in Saltash Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Saltash Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process.



Saltash Festive Lights Appendix A

WWW.SALTASH.GOV.UK/TENDERS.PHP



**SALTASH TOWN COUNCIL
FESTIVE LIGHTS OVERVIEW 2024**

LOCATION OVERVIEW



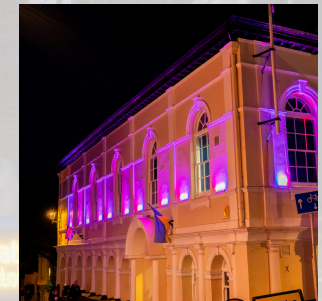
**Fore Street / top
section of Lower
Fore Street**



Victoria Gardens



Waterside



**Guildhall and
monument lighting**



1 Top of Fore Street



2 Outside Superdrug



3 By Memorial Bench



4 Outside Betfred



5 By Traffic Lights



6 Outside CEPL12



ELECTRICITY SUPPLY POINTS



LOUD SPEAKERS



ADDITIONAL CATENARY WIRES



HANGING BASKETS

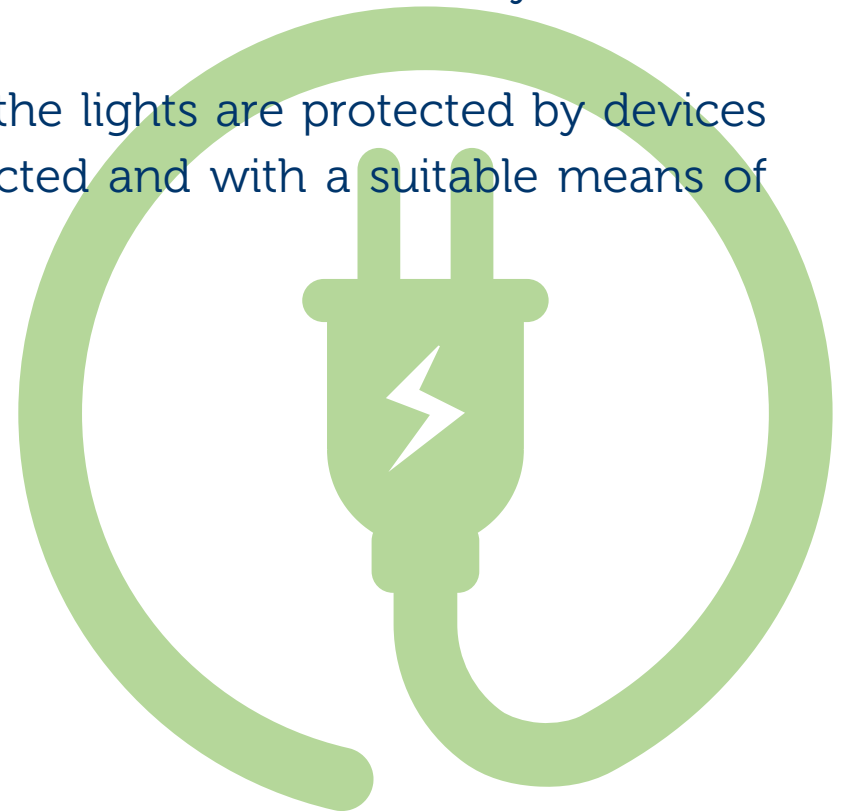
FORE STREET ELECTRICITY SUPPLY OVERVIEW

FORE STREET ELECTRICITY SUPPLY MAINTENANCE SCHEDULE

Festive Light Infrastructure to be tested & inspected annually

Repairs to be undertaken during the summer, way in advanced of the holiday season

All electrical points supplying individual circuits for the lights are protected by devices such as RCBO's so each circuit is individually protected and with a suitable means of individual section isolation.





Fore Street Festoon Lighting

Purchased over five years ago and in need of replacement

Currently 1600 lamps providing warm white lighting

Rubber seals on lighting are IP44

Catenary wires and anchor bolts are checked annually with a Method of Inspection and / or Quality Level of Inspection Certificate provided

Festoon lighting is from the top of Fore Street traffic lights / approach to roundabout to Lower Fore Street ending at the Guildhall.

Fore Street Cross Motifs

Three cross motifs installed above the main high street

Approximately four years old, PAT tested annually and stored off site

Locations:

Start of Fore Street - above traffic lights as you enter Saltash from the Tamar Bridge / North Road

Middle of Fore Street - above traffic lights and crossing

Top of Fore Street - above traffic lights on the approach to the roundabout

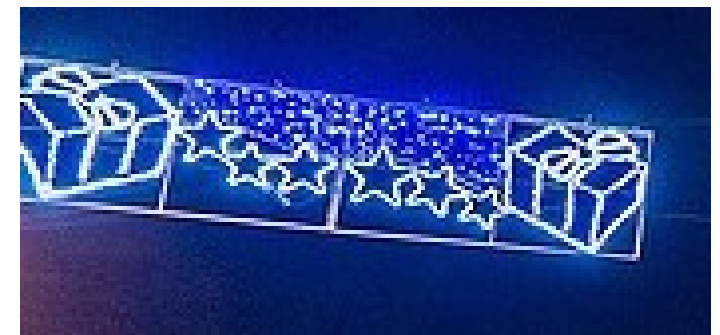
Please note: only three designs can be installed along Fore Street due to the three columns being positioned symmetrically.



1 x Christmas Trees



1 x Stars



1 x Presents and Stars



4 x Snowfall Lighting Sets

Fore Street Snowfall Lights

Snowfall lighting installed in four trees along main high street

Approximately five years old, PAT tested annually and stored off site

Locations:

Two trees - bottom / entrance to Fore Street from Tamar Bridge

Two trees - middle of Fore street



Fore Street Lamppost Motifs

10 x Stars and Snowflakes

Installed along main high street on 10 columns

Approximately five years old, PAT tested annually and stored off site

Locations:

Top section of Fore Street from Victoria Gardens on suitable columns

Victoria Gardens Christmas Tree

(To be undertaken in house, for your information only)

20ft Nordmann Fir Tree installed in pre-dug whole near Monkey Puzzle Tree

Requires suitable equipment (small crane) to install

Application to Cornwall Council for Highways Limits Licence required for installation

6 x 5M Warm White Fairy Lights, connectable LED lights are used to decorate in conjunction with transformers

Removal and disposal of the trees at additional cost

Electricity supply is the property of Cornwall Council



Waterside Christmas Tree

(To be undertaken in house, for your information only)

20ft Nordmann Fir Tree installed in pre-dug whole near Union Inn mural on Brunel Green

Requires suitable equipment (small crane) to install

6 x 5M Warm White Fairy Lights, connectable LED lights are used to decorate in conjunction with transformers

Removal and disposal of the trees at additional cost

Service Delivery Manager conducts Health and Safety tests to ensure sufficient for the supply of Christmas lighting from the Union Pub





Waterside Festoon Lighting

Unknown amount of lamps providing warm white light

Located sides Waterside Green and Jubilee Green

Rubber seals on lighting are IP44

Catenary wires are checked annually with a Method of Inspection and / or Quality Level of Inspection Certificate provided.

Waterside Green



Jubilee Green





Guildhall and Monument Lighting

(To be undertaken in house, for your information only)

Guildhall Wall Wash Lighting

Service Delivery Department set a timer and colour for festive period.



Cornish Cross

Service Delivery Department set colour for festive period



Brunel Bust

Service Delivery Department set colour for festive period



QUOTATION DOCUMENT – SALTASH CHRISTMAS LIGHTS TENDER

To be returned by 5pm on 27 August 2024 along with other tender documents

Contact Name:	
Title/Position Of Person Applying On Behalf Of The Company:	
Project Lead (if different to the above)	
Company Name:	
Company Type (Limited Company Etc) And Number:	
Company Address:	
Vat Registration Number:	
Email Address:	
Phone Number:	

GOVERNANCE

Having examined the Invitation to Quote and its accompanying documents (which I/we shall keep) I can confirm my/our abilities and experience in all respects to satisfy the requirements of the tender brief ○

I/we confirm that:

1 Our company is in good financial health and has the resources to carry out this project, I/we have provided a link to our last year's accounts (companies house link will be acceptable) ○

2 We have employers' liability, public liability and professional indemnity insurance ○.

Our levels of cover are as follows:

Employers: £

Public and Product Liability: £

Professional Indemnity Insurance: £

Note: proof of insurance will be requested of the successful contractor. (note minimums of £5M Employers, £10M Public Liability and circa £5M professional indemnity)

3 We have ISO and Alcumus accreditation certificates ○

4 Our company complies with all relevant UK legislation including compliance with Health and Safety at Work Acts/Regulations and has the following policies in place:

Health and Safety ○

Safe Working Policies ○

Equality and Diversity ○

Environmental Policy ○

Safeguarding Policy (when working with young people/vulnerable adults) ○

Note: these policies will be requested of the successful contractor.

Saltash Christmas Lights Tender

- 5 Our company complies with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) ☐
- 6 Our company has a privacy policy in place ☐
- 7 Our company can deliver all lighting schemes as per the specification by 1 November 2024 ☐

COSTS

This is the breakdown of itemised costs as per the specification. All costs should be in pounds sterling. The tender prices offered should be firm and fixed for works that make up the itemised costs.

Where appropriate, additional pricing **may** be approved and can be indicated (at an hourly or daily rate) for any agreed variations or additions (agreed with Saltash Town Council as the project progresses) providing that they fall within the total project cost of £28,500K plus VAT.

Generic Element	Each Element of the work	Fore Street £	Top of Lower Fore Street £	Waterside £	Victoria Gardens £	Total £
1. Site Preparation						
2. Installation						

Saltash Christmas Lights Tender

3. Post-Installation						
4. Other (please specify)						
TOTAL (NET)		£	£	£	£	£
VAT		£	£	£	£	£
TOTAL (GROSS)		£	£	£	£	£

I/we agree to carry out the whole of the works required for the sum of £ (exclusive of VAT) ○

Please indicate if there is any preference with regard to payment intervals

.....

DECLARATION

I/we agree to hold open this tender for weeks from the date of tender ☐ (Minimum 60 Days)

I/we understand that Saltash Town Council as the accountable body for this project retain the right to accept or reject any or all the tenders received and does not accept any liability for the costs incurred in connection with the preparation of this tender ☐

I/we note that the work of the successful contractor will only proceed on the acceptance and signature by both parties of the final contract documents ☐

I/we understand that Saltash Town Council are not bound to accept the lowest quote received and will follow the selection criteria outlined in the tender brief ☐

I/we are aware of the tender process and the tender deadlines as outlined in the brief ☐

I/we have provided a statement (if applicable) of any potential conflicts of interest that our company may have in relation to this procurement ☐

Signed (1): Status:


Signed (2): Status:

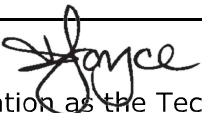
For and on behalf of: Date:

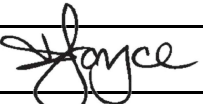
Cornwall Council
Transportation Service, Environment Directorate
Application to Hang Seasonal Lighting over the Highway
(In accordance with s.178 of the Highways Act 1980)



Name of Applicant: Saltash Town Council		
Address: The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX		
Telephone numbers:	Day: 01752 844846	Evening:
Email: dawn.joyce@saltash.gov.uk		
Location of seasonal lighting (include house or building names and numbers, street names and other highway fixtures that seasonal lighting will be attached to): Along Jubilee Green and Brunel at the waterside. As previous applications Along Fore Street and lower fore street lampposts - R006, R018, R016, R015, R014, R013, R012, R011, R010, R008, R007 Bolts and catenary wire being used to install to buildings by supplier – TBC To be extended from lamppost R018 to Railway Hotel 1-3 Lower Fore Street – permission given Saltash Heritage, 17 Lower Fore Street – STC property Truly Scrumptious, 10 Lower Fore Street – permission given.		
Date seasonal lighting to be erected: 13/02/2024		
Date seasonal lighting to be removed: 12/02/2025		

Name of operator: Pyramid Electrical Services		
Address: 41 Burnham Park Rd, Plymouth PL3 5QB		
Telephone numbers:	Day: 07828 492597	Evening:
Signature:  I have read and accept the conditions attached.		

Name of Technical Expert: Same as above		
Address:		
Telephone numbers:	Day:	Evening:
Signature:  I accept the nomination as the Technical Expert for the purposes set out above.		

Name of contractor/installer: Same as above		
Address:		
Telephone numbers:	Day:	Evening:
Signature: 		

Special Conditions

Checklist

Please tick

- ☒ I have enclosed the completed application form
- ☒ I have attached a copy of the £5 Million for any one incident Public Liability Insurance Certificate
- ☒ I have read, understand and agree with the attached General Conditions
- ☒ I have attached a copy of the certification of the technical expert
- ☒ I have attached a copy of the method statement for erecting the seasonal lighting
- ☒ I have attached a copy of the structural integrity calculations

Signature of Applicant _____



Date: 4th January 2024

APPLICATIONS MUST BE RECEIVED AT LEAST 6 WEEKS BEFORE THE PROPOSED ERECTION OF ANY ATTACHMENT. INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED AFTER THE SPECIFIED TIME MAY BE RETURNED TO THE APPLICANT.

Electrical Installations

Application reference _____ has been Approved ☒ Refused ☐

Signed.....M.Vincent.....DesignationITC Officer.....Date.....07/01/2024.....
(Highway Electrical officer of the Council)

Licence Agreement

Application Reference BA-041-2023 Is hereby approved.

This Licence is granted, subject to the conditions set out in the application.

Signed.....Zoe Turner.....DesignationTechnical Assistant.....Date.....08/01/2024.....
(Authorised Officer of the Council)

Transportation Service
Environment Directorate
Street works
Western Group Centre, Radnor Road, Scorrier
Redruth TR16 5EH
Telephone: 0300 1234222
Fax: (01209) 614400
Email: Streetworks@cornwall.gov.uk

General Conditions

1. Seasonal lighting shall not be affixed to a street lighting column or other highway features without the written consent of the Highway Authority.
2. The applicant will carry out all necessary consultations and obtain all necessary consents prior to the submission of the application to the council.
3. No attachment shall be suspended or allowed to hang so that any part of it is less than 5.7 metres above the public highway or 2.5m above a pavement. Any variation to this height restriction will need to be approved in writing by the Highway Authority.
4. Seasonal lighting shall only be erected for a period agreed by the Highway Authority and shall be removed at the end of such period, unless an extension of that period has been granted in writing by the Highway Authority.
5. The applicant shall indemnify the Council against any claims, costs and proceedings, howsoever arising, as a result of its erection, retention and maintenance, and evidence of Public Liability Insurance cover of up to £5m for any one incident, shall be submitted with the application.
6. The applicant shall arrange for and meet the cost of any traffic management measures considered necessary by the Highway Authority during the erection or removal of any seasonal lighting.
7. Seasonal lighting shall be erected, maintained and removed by a competent person.
8. The progress of traffic and pedestrians must not be impeded during the erection or removal of seasonal lighting.
9. Seasonal lighting must not obscure any traffic signs, street lights, CCTV cameras or signals or restrict the visibility of motorists.
10. Ensure that during the erection and removal of seasonal lighting that particular consideration is given to visually impaired, disabled and persons with prams and wheelchairs.
11. It is a legal requirement that everyone undertaking electrical work is a competent person and does not cause damage to themselves and others.
12. All electrical works shall comply with the current editions of BS7671 – Requirements for Electrical Installations and the County Surveyor's code of Practice for the Installation, Operation and Removal of Seasonal Decorations (copy available on request).
13. Written approval must be obtained by the operator for the attachment to any statutory structures (ie electricity and telephone poles).
14. Any operation involving connections to apparatus that is the responsibility of the Highway Authority must only be undertaken by the Highway Authority or its approved agent or contractor. The cost of this work will be rechargeable to the operator.
15. The following information is required at the time of application.

A detailed plan illustrating:

- a) Fixing points
- b) Route of lighting spans

- c) Circuit protection details
- d) Isolation points
- e) Name of contractor/installer

Detailed Electrical Inspection Certificate:

Supplied within 5 working days of the decorations being energised, a copy of the Electrical Test Certificate for each circuit from each supply point.

16. Due to the potentially dangerous situation associated with electrical decorations all electrical equipment installed on or over the highway shall incorporate a 30mA residual current circuit device (RCD). The only exception to the RCD requirements is where a SELV 25-volt system is adopted.

17. REC Electrical Supplies and Energy

In most cases Highway electrical equipment is supplied un-metered direct from the Regional Electricity Company (REC) cable located in the Highway through a REC cut-out. This interface is where the supply responsibility changes from the REC to the Highway Authority and is the main point for isolation.

No electrical supply is to be taken from any apparatus which is the responsibility of the Highway Authority without its prior written approval.

The operator is responsible for the arrangement of electrical supplies and the payment of charges in relation to energy consumption.

Note: If the operator fails to supply the required Electrical Test Certificate for the decoration, the Highway Authority will remove the attachment and recover from the operator the cost of doing so.

18. Seasonal lighting shall only be erected on street lighting columns specially designed or strengthened for the purpose, and approved by the Council's Street Lighting Engineer in each case.
19. Any additional cost, arising from the supply and erection of new specialised columns, or the strengthening of existing columns, shall be borne by the operator.
20. Attachments shall only be affixed to specified columns indicated by their column numbers, as shown on a plan submitted by the operator, and shall only be erected on receipt of a licence signed and issued by an authorised officer of the Council.
21. The operator will give specific details as to how each attachment is to be affixed to a column.
22. No attachment is to be made to any bracket, arm or extension of a column without the specific approval of the Highway Authority, and no hole is to be drilled into a lighting column.
23. Approval for attachments will only be given when the operator has demonstrated, by testing and calculation, that the structural integrity of the column will not be compromised. Such demonstration to be at the operators own cost.
24. The operator will be held responsible for any damage to any column, including the painted finish, galvanising or other protective systems, as a consequence of the affixing of any seasonal lighting to the column.