

To: Bristol City Council, Highway Electrical Asset Team, Highways and Traffic,
100 Temple Street, PO Box 3176, Bristol, BS3 9FS lighting@bristol.gov.uk

BRISTOL CITY COUNCIL
STREETSCAPE ELECTRICAL LICENCE
HIGHWAYS ACT 1980

OPTION B Large/Complex events and activities requiring over 6kVA

APPLICANT

Name..... Telephone (Daytime).....

Address and postcode (24 Hour).....

.....

..... Email address

This licence is for the temporary electrical supply and equipment covering installation for any larger and complex event and activities requiring over 6kVA sited on the Adopted highway or footway for street trading and hospitality purposes containing electrical equipment.

The license will be required in addition to the Structural and Temporary Pavement license required for any installation of tables and chairs on the highway.

This licence will be permissible for a period of 12 months only, and thereafter will require full and detailed renewal as a normal application process through the same licencing procedure.

Proprietary pre-manufactured Canopy or Awning structures or electrical products structures with CE Marking in accordance with CPR procedures shall be accepted for their correct intended original designed use only and that this satisfies the specified performance requirements.

Criteria for planning a small/simple event are detailed below:

The electrical requirements for these applications are more involved than running extension leads from socket outlets. These are complex and may even require multiple sources of supply. The interconnectivity of the supplies and earthing needs to be carefully considered.

As outlined in BS7909, the approach to the requirements for an electrical installation requiring a supply in excess of 6kVA is similar to that of a permanent installation and the full engineering process is to be followed, this will include drawings/sketches of the equipment layout and cable routing and supporting calculations.

The Council will reserve the right to have the proposed Electrical Installation and temporary structure removed in order to undertake essential routine planned maintenance or in the event of any emergency situation on the Adopted Highway or footway. Prior notification will be given where this is normally possible.

I / We apply for permission to place a parasol / canopy temporary structure on the Highway for the purpose of:

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At (site address and postcode)

.....

From (date) to (date).....

Summary of size and extent of structure:

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As detailed on the attached drawing/s numbered.....

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The following documents /information are also required:

Initial Scheme Submission

1. Drawing of Installation- Showing equipment location, proposed cable routes, any proposed cable protection (such as cable mats/ramps to avoid trips and falls), proposed power supply location.
2. Detailed calculations and drawings detailing electrical proposals, including schematic drawings, computer aided cable calculations all as per BS7671.
3. Details of the proposed temporary electrical supplies, providing technical details as per **Section 3** of this specification.
4. Specific technical details of the proposed electrical equipment being as per the requirements in **Section 3** of this Specification.
5. A simple circuit chart showing the electrical equipment as per BS7671, regulation **514.9.1**.
6. In date, valid, "Electrical Test Certificate" showing the source of Electrical Supply (Usually the premises where the supply is taken from).
7. PAT Tests for trailing leads, plugs, sockets, fixed and portable equipment, as applicable and as per **Section 3.14** and HSE Guidance 107.
8. Copies of competency relating to the competent person(s) being used to carry out the electrical works.
9. Specific method statements & risk assessments

Note: Insurances for the equipment will be dealt with by the structures team via their licence requirements.

Subsequent Final Scheme Submission:

1. Initial Electrical Verification.
2. Electrical Test Certification for actual installation.
3. Joint site inspection with Event Organiser and Highway Electrical Asset Team prior to scheme going live.

An invoice for the sum of **£1,100.00** will be raised to enable payment to Bristol City Council as a contribution towards administrative and other costs associated with the provision of the licence.

Signed..... For.....

Dated.....

Bristol City Council, as the Highway Authority, in exercise of the above powers, grant permission in accordance with the details given on this form and the attached conditions, to the above contractor or trader/licensee to install the temporary electrical supplies on the highway for a period of 12 months only. This applies to the dates stipulated and thereafter on expiration of the end date a renewal license will need to be submitted for approval, if this is required.

BCC as the Highway authority will reserve the right to inspect this temporary structure on site at any time during the license period and reserve the right to ask for its removal under its related statutory powers as the Highway Authority in this matter.

Signed

Date.....

Highway Electrical Asset Team Manager

lighting@bristol.gov.uk

Scheme Reference: