



From mountain to sea

Banners, bunting and attachments to lighting columns

Manual

March 2022



Revision Date	Previous revision date	Summary of changes
08/03/2022	09/03/2021	Very small attachments added (Section 7.1)

Contents

1	Introduction	4
1.1	Legal & policy background	4
2	Attachments to street-lighting columns	5
2.1	General	5
2.2	Small signs attached to street-lighting columns	5
2.3	Other attachments to lighting columns	7
2.4	Column Replacement	7
3	Bunting	8
3.1	General	8
3.2	Bunting along the street	9
3.3	Bunting across the street	10
4	Banners	12
4.1	General	12
4.2	Column-mounted banners	12
4.3	Banners across the street	13
5	Hanging baskets	14
5.1	Baskets mounted on lighting columns	14
5.2	Baskets mounted on buildings	15
6	Catenary Wires	16
6.1	General	16
6.2	Certification Required	16
7	Traffic count equipment, etc.	18
7.1	Very small attachments	18
8	Safe working practices for erecting and removing features	19
9	Contact details	20
9.1	Aberdeenshire Council	20
9.2	Trunk Road	21
10	Freight Routes	21
Appendix A: NESTRANS Freight Map		22

1 Introduction

1.1 Legal & policy background

Aberdeenshire Council's *Festive Lights and Attachments to Street Lighting Columns Policy* recognises the contribution decorative features, such as bunting and hanging baskets, can make to our communities and commits us to cooperate with community groups to help ensure that all such installations are safe and secure.

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. 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 banners, bunting or any attachments to street-lighting columns in Aberdeenshire. The *Festive Lighting Manual* gives specific guidance and requirements for Christmas light installations.

General guidance on the use of signs promoting community events are given in Aberdeenshire Council's *Guidelines on Unauthorised Signs in Verges and Obstructions on Footpaths and Footways*¹. This document complements these guidance notes and both should be read together.

This *Banners, Bunting and Attachments to Lighting Columns 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 10.2).

¹ <http://www.aberdeenshire.gov.uk/media/5497/guidelinesonunauthorisedsigns.pdf>

2 Attachments to street-lighting columns

2.1 General

Generally speaking, while they efficiently carry out their function of supporting street-lighting apparatus, modern street lighting columns are not designed to carry additional loads such as those imposed by the attachment of decorative features. Moreover, corrosion (often internal and unseen) can significantly weaken columns over time leading to sudden collapse and the risk of injury to persons nearby.

While, as previously stated, Aberdeenshire Council welcome community involvement in providing seasonal decorative features in our streets, this needs to be done in a manner that does not compromise our primary objective as a roads authority – the safe and efficient operation of our road network.

Accordingly, it is the Council's preference that decorative features should be securely supported from buildings adjacent to the road rather than on street-lighting columns. Where this is not possible, attachments to columns may be made subject to consent being granted from the Council and compliance with any conditions imposed.

For many types of apparatus, a professional assessment of the security, suitability and location of the apparatus and fixings will be necessary. Such installations covered in this manual includes:

- Banners (see section 4).
- Hanging baskets mounted on lighting columns (see section 5.1).

Other installations present less of a hazard and, to minimise the administrative burden on community-event organisers, simplified approval procedures apply to the following:

- Small signs on lighting columns (see section 2.2).
- Bunting along, but not crossing, a street (see sections 3.2).
- Hanging baskets fixed only to buildings (see section 5.2).

Where permission is granted to fix an attachment to a lighting column, this must be fixed to the shaft of the column only and not to the lantern or any bracket. Attachments must not be fixed to wall-mounted lights, traffic signs, traffic signals, control pillars, or any other street-furniture.

2.2 Small signs attached to street-lighting columns

Consent is granted for small signs for community events mounted on lighting columns provided that:

1. They are no larger than 0.15m² in area (an A3 sized sign would comply).
2. They have no sharp edges, corners or projections.
3. They are set at a height of at least 2.3m but no higher than 3m above the footway (see figure 2.1).
4. A clearance of at least 0.6m is maintained from the edge of the carriageway.
5. They otherwise comply with the *Guidelines on Unauthorised Signs in Verges and Obstructions on Footpaths and Footways*.
6. They are of a lightweight construction such as laminated cardboard or plastic, mounted with thin plastic cable-tie type fixings.
7. There are no other attachments already on the lighting column.
8. Installation and removal is carried out in a safe manner in accordance with section 8.
9. It is accepted that Aberdeenshire Council may remove and dispose of these signs, without notice, as and when it chooses.

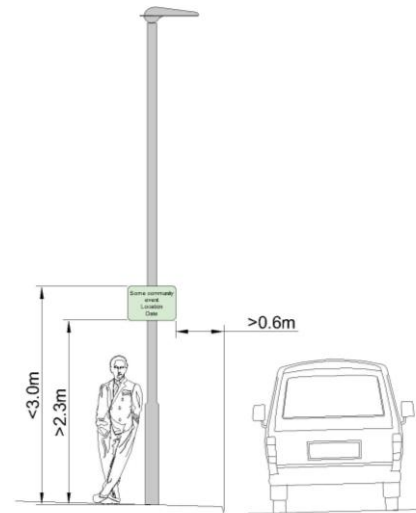


Figure 2.1: Clearance and mounting height for small signs

It is also acceptable for Aberdeenshire Council to attach or agree to the attachment of bus-stop flags, fire-hydrant markers and 300mm diameter speed-limit repeater signs to lighting columns, where they comply with points 1 to 4 in the requirements above and with Section 2.3.1 below.

2.2.1 Neighbourhood Watch Scotland signs



A single A3-sized correx official Neighbourhood Watch Scotland sign may be erected on a street lighting column only at each entrance point to the Neighbourhood Watch area. If other signs are required within the area these shall be mounted on private property and not on street furniture.

Signs shall not feature the names or logos of any sponsors or commercial partners and the other provisions listed above in 2.2 apply.

2.3 Other attachments to lighting columns

Apart from very small attachments (see Section 7.1), small signs for community events (see Section 2.2) and short lengths of bunting (see Section 3.2), all attachments to street lighting columns will first require the column to be assessed for structural capacity. Organisations hoping to fix attachments to columns should seek guidance from Aberdeenshire Council's Street-Lighting team (email streetlighting@aberdeenshire.gov.uk).

Attachments shall not be permitted to aluminium lighting columns (except where these have been specifically strengthened to support the proposed additional loadings, or for very small attachments as described in Section 7.1) nor to any concrete or cast-iron column. Attachments must not be made to columns carrying signs or other attachments and no more than one attachment will be permitted to be fixed to a column at any one time.



2.3.1 Fixings

Fixings shall be of a corrosion-resistant material and of sufficient strength to withstand the design wind loading.

All attachments shall be fitted with a 5mm neoprene (or other approved insert) to prevent damage to the column surface or any protective treatment. Metal to metal contact shall be avoided.

2.4 Column Replacement

Aberdeenshire Council regularly replace street-lighting columns as they near the end of their functional lives. When preparing programmes for column replacement in the main footfall area of a settlement, council street-lighting officers shall liaise with community councils or other appropriate community groups when considering if there are locations where strengthened columns should be provided. Requests for strengthened columns outwith town and village centres or other main footfall areas are likely to be rejected.

Requests for the replacement of a column not at the end of its functional life by a strengthened column will only be considered where the applicant is prepared to meet the full cost of replacement.

3 Bunting

Anyone wishing to erect bunting along or across a road must obtain consent from the roads authority before doing so. Applications should be sent to the Roads office for that area of Aberdeenshire. See Section 10 for contact details.

3.1 General

Bunting associated with an event must not be erected more than 14 days in advance of the event and must be removed no later than two days after the event. The organisation erecting the bunting must indemnify the roads authority against any claims that arise as a result of the installation and be covered by public liability insurance to a value of at least £5,000,000.

Where bunting is attached to buildings or other private property, permission must be obtained from the owner. Aberdeenshire Council's Landscape Services team should be consulted on any proposals to erect bunting in or adjoining any areas (such as public parks or gardens) maintained by them.

Bunting must be fixed to ensure that it cannot be pulled at any point to encroach into the pedestrian clearance zone nor the vehicle clearance zone shown in figures 3.1, 3.2 and 3.3. The height of the pedestrian clearance zone should be increased to 3.4m where horse riders may be expected.

Permission will normally only be granted for fixing bunting along or over streets with a speed limit of 30mph or less.

All bunting and its associated fixings must be constructed from a material that would snap under excessive loading. The use of polypropylene rope, twine or other materials to reinforce or support the bunting is not permitted.

Bunting should be arranged with short distances between fixings and no catenary span should exceed 20 metres. Long continuous lengths of bunting should be avoided. It should be fixed in sections so that a problem in one location does not affect other locations.



3.2 Bunting along the street

Where bunting is:

1. Fixed entirely over footways, verges or other areas where vehicles are excluded;
2. Attached only to private buildings, galvanised steel lighting columns or trees;
- and**
3. Complies fully with the requirements of section 3.1

then a simplified approval process shall apply.

In such instances, applicants should apply to their local Roads office, either in writing or by email supplying the following details:

1. Name and contact details of applicant;
2. Details of bunting (size, type, materials and fixings);
3. Reason for wishing to erect bunting;
4. Dates the bunting will go up and come down and dates of the associated event;
5. Exact details of location of bunting spans and fixing points including maximum span length;
6. Evidence of insurance;
7. Details of the proposed method of working (see Section 8); **and**
8. Confirmation that the applicant has read this manual, and that the requirements contained within this manual will be fully met.

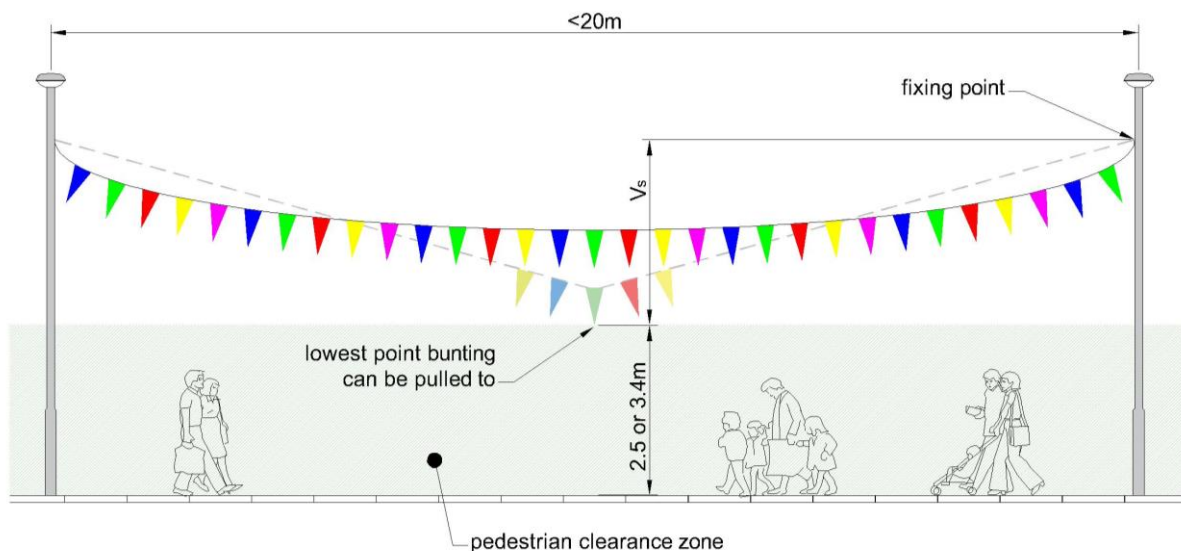


Figure 3.1: Bunting where vehicles are excluded

Applicants should expect a response within three weeks of submission of a fully detailed application.

Applicants wishing to attach bunting to lighting columns should note that bunting may only be fixed to galvanised steel columns with no other attachments. Bunting must not be attached to columns manufactured from concrete, cast iron, aluminium or non-galvanised steel. Where applicants are unsure of the material of a particular column they should seek guidance from Aberdeenshire Council's Street-Lighting team (email streetlighting@aberdeenshire.gov.uk) before completing their application.

Where bunting is attached to a lighting column, it shall be on the column itself and not attached to any lantern or offset bracket.

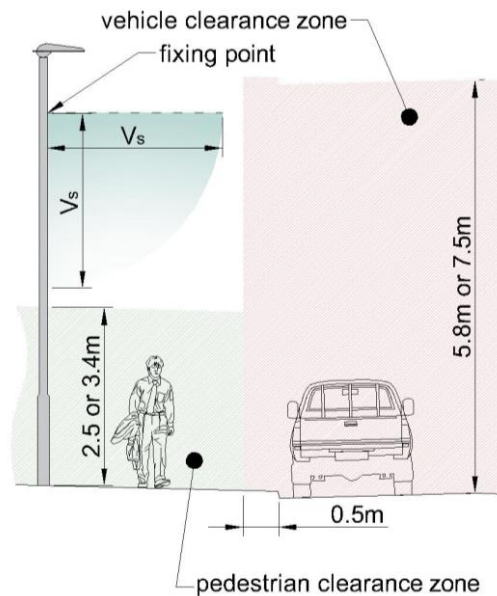


Figure 3.2: Bunting along a street

3.3 Bunting across the street



When bunting crosses a street it must be fixed to secure mounting points on buildings or other structures. It must **not** be fixed to street-lighting columns.

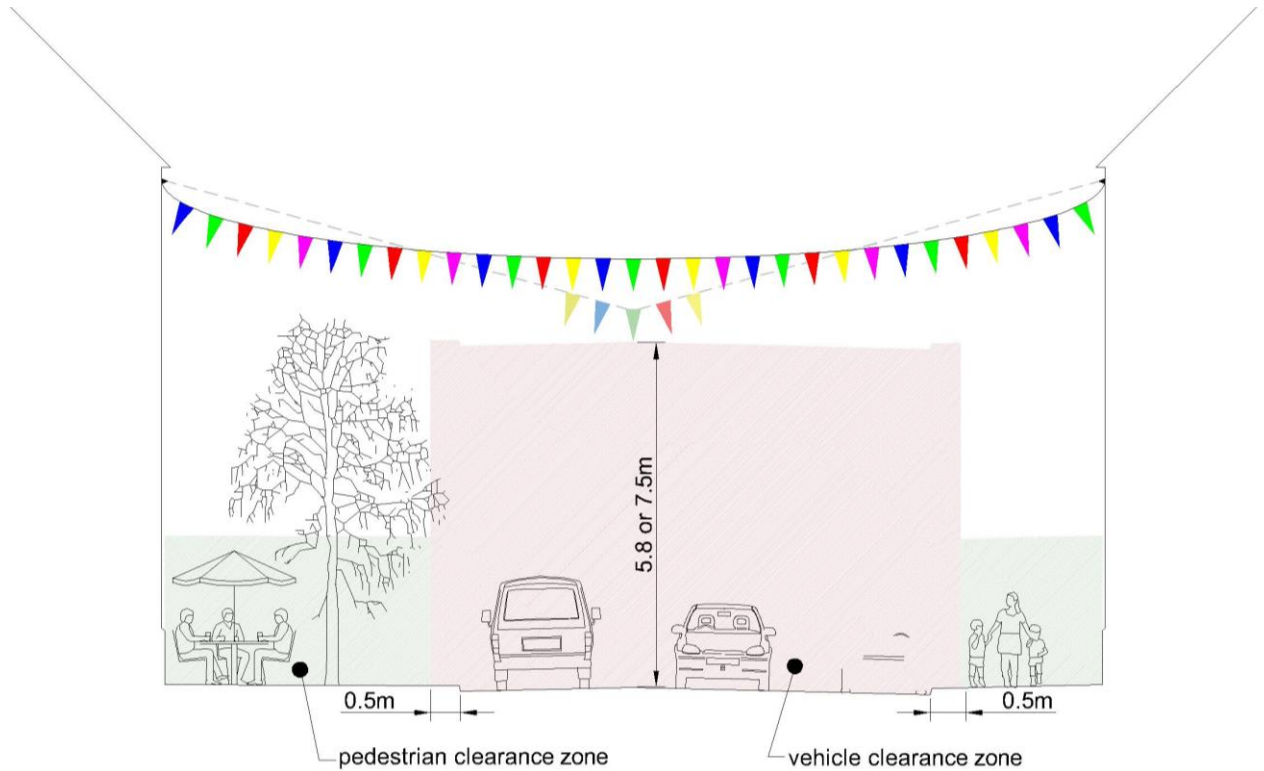


Figure 3.3: Bunting across a street

Permission will not normally be granted for bunting across a freight route. Where permission is granted the height of the vehicle clearance zone shall be 7.5m.

Applications shall be made in writing or by email to the local Roads office with all the details specified in 3.2. See Section 10 for contact details.

4 Banners

4.1 General



Anyone wishing to erect a banner over or across a road must obtain consent from the roads authority before doing so. Applications should be sent to the local Roads office for that area of Aberdeenshire.

Banners shall only be permitted in association with sporting, cultural or community events or public service campaigns. Advertising shall not be permitted and banners featuring the name of a commercial organisations shall only be considered where the business name is an integral part of the event name.

Permanent banners erected as street artwork shall not be mounted on lighting columns unless these are specifically designed for this purpose.

Banners associated with an event must not be erected more than 14 days in advance of the event and must be removed no later than two days after the event. The organisation erecting the banner must indemnify the roads authority against any claims that arise as a result of the installation and be covered by public liability insurance to a value of at least £5,000,000.

4.2 Column-mounted banners

Column-mounted banners shall be supported with spring-loaded or flexible brackets. The clearances shown in figure 4.1 must be maintained.

The approval process for applications to fix banners to street-lighting columns may take a considerable time and the information outlined in section 2.3 will be required. It is strongly recommended that prospective applicants hoping to fix attachments to columns should seek guidance from Aberdeenshire Council's Street-Lighting team (email streetlighting@aberdeenshire.gov.uk) before completing their application.

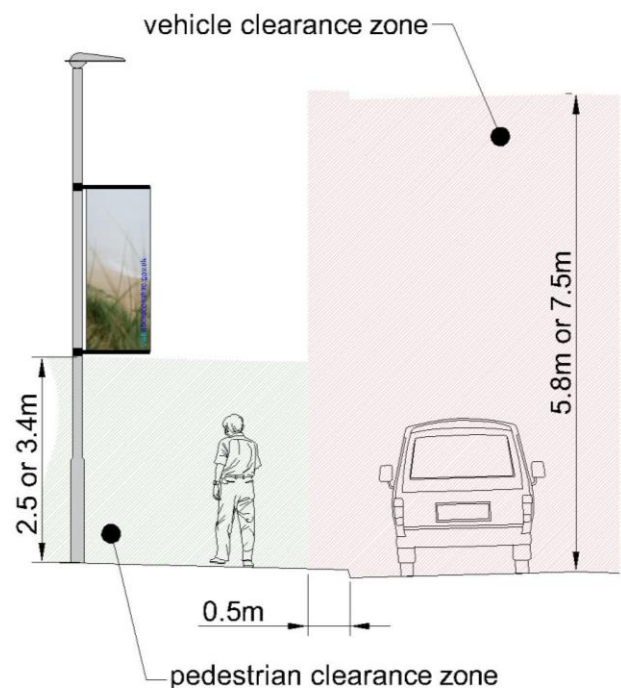


Figure 4.1: Clearance zones for column-mounted banners

4.3 Banners across the street

Banners crossing streets must be supported on catenary wires (see Section 6) and the clearances shown in figure 4.2 must be maintained.

Permission will not normally be granted for banners across a freight route. Where permission is granted the height of the vehicle clearance zone shall be 7.5m.

Applications shall be made in writing or by email to the local Roads office with all the details specified below:

1. Name and contact details of applicant;
2. Details of banner (size, type, materials and fixings);
3. Reason for wishing to erect banner;
4. Dates the banner will go up and come down;
5. Exact details of location and fixing points;
6. Evidence of insurance;
7. Details of the proposed method of working (see Section 8); **and**
8. confirmation that the applicant has read this manual, and that the requirements contained within this manual will be fully met.

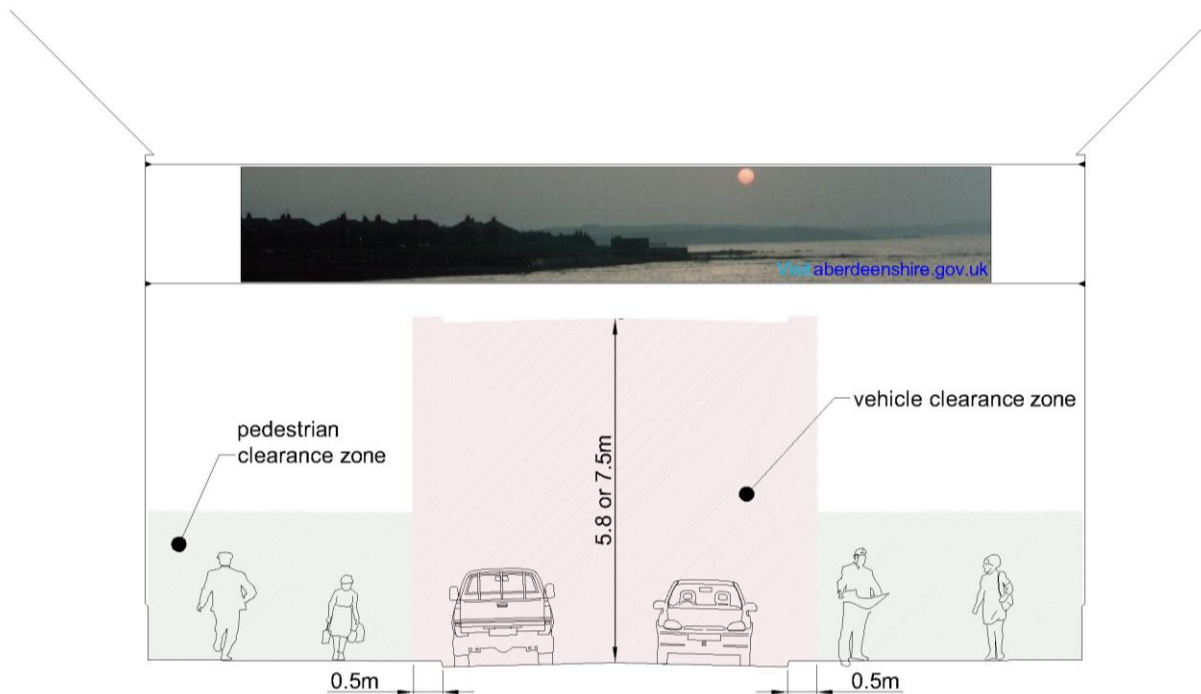


Figure 4.2: Clearance zones for banners crossing a street

5 Hanging baskets

5.1 Baskets mounted on lighting columns

Anyone wishing to install hanging baskets within the extents of the road (other than where fixed to private buildings as per section 5.2) must obtain consent from the roads authority before doing so. Applications should be sent to the Roads office for that area of Aberdeenshire.

Where the applicant wishes to mount hanging baskets on street-lighting columns the approval process may take a considerable time and the information outlined in section 2.3 will be required. It is strongly recommended that prospective applicants hoping to fix attachments to columns should seek guidance from Aberdeenshire Council's Street-Lighting team (email streetlighting@aberdeenshire.gov.uk) before completing their application.

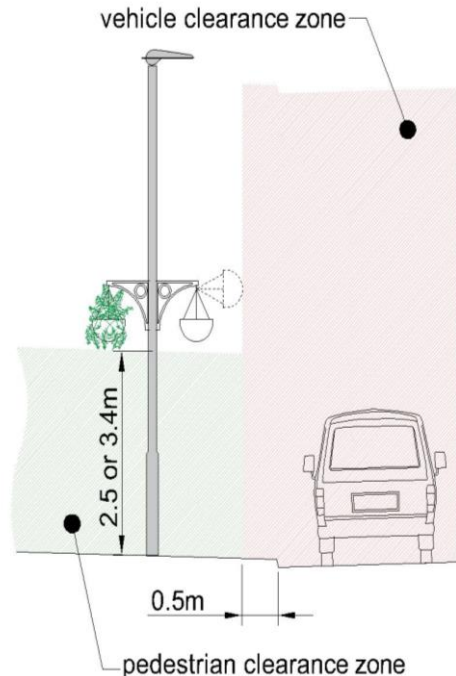


Figure 5.1: Clearance zones for column-mounted hanging baskets

Where approval is granted for the attachment of hanging baskets to lighting columns, this shall be for a maximum of 30 months at a time and further application and approval shall be required if baskets are to remain after expiry of the initial consent.

Hanging baskets on lighting columns must be either of the wrap-around type or in matched pairs to ensure that the load is equally balanced.

The total weight of the basket (including saturated compost and plants) shall not exceed 25kg for those on brackets and 40kg for wrap-around baskets.

Column-mounted baskets and foliage must not intrude (when either static or swinging) into the clearance zones shown on figure 5.1.

Hanging baskets or their foliage must not obscure the visibility of traffic signs or traffic signals.

All support brackets, clips and associated attachments must be manufactured from a corrosion-resistant material such as galvanised or stainless steel and be of a sufficient size and strength to support the hanging basket under the design wind loading.



5.2 Baskets mounted on buildings

Residents, businesses or organisations wishing to fix hanging baskets to a building or other private structure will not need to apply for approval from the roads authority before doing so although planning permission may be required, particularly in conservation areas or on listed buildings.

Under section 129(8) of the *Roads (Scotland) Act 1984*, it is an offence to place a projection less than either 2.25m above the level of the footway or 50cm inwards from a carriageway. Baskets or foliage must not intrude (when either static or swinging) into the clearance zones shown on figure 5.2.

Those responsible for hanging baskets must ensure that they do not cause any hazard to footway users (for example through dripping water making slabs slippery with algal growth) and should consider if they have adequate public liability insurance to cover any incidents related to their hanging baskets.

All baskets, their fixings and fittings must be installed and maintained to ensure that they present no danger to the public. The roads authority can take whatever steps it feels are appropriate to deal with dangers to road users and may recover the expenses from the responsible person.

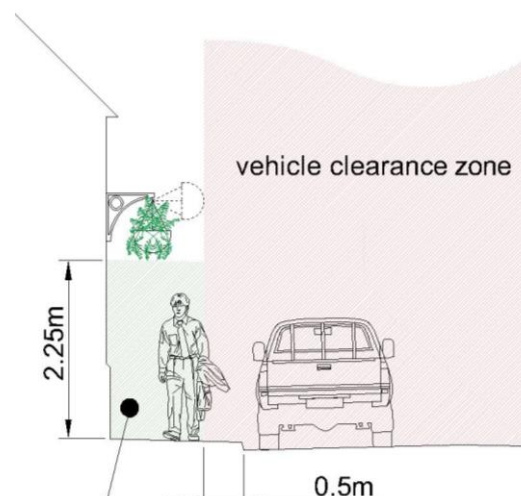


Figure 5.2: Clearance zones for wall-mounted hanging baskets

6 Catenary Wires

6.1 General

Catenary wires have a number of failure mechanisms which could present a serious risk to public safety and it is important that these installations are designed, installed, tested and maintained by competent persons.

Wires must be taken down when not in use and may only be re-installed when an approval for the feature using the wire for support is active.

Catenary wire installations shall comply fully with the Construction Fixings Association guidance note *Anchorage Systems for Seasonal Decorations*².

6.2 Certification Required

6.2.1 Suitability of Structure

Where it is proposed to install catenary wires across a road the applicant must provide a report from a chartered structural engineer confirming that they have assessed the building and warrant that it has sufficient structural capacity for the proposed loading from the catenary wires. The report must contain the following information:

1. Certification that the structure has been assessed and has sufficient structural capacity for the proposed loading;
2. Specific details of the installation including the anchor type, fixing heights and base material;
3. The loading to be applied;
4. Professional qualifications of the person who carried out the assessment;
5. The validity period for the assessment (this must cover the proposed installation date but should not be more than 60 months from the assessment); **and**
6. Confirmation that the certification is covered by the required insurances.

The minimum levels of insurance required are as follows:

Professional Indemnity -	£5,000,000
Public Liability -	£10,000,000
Employers Liability -	£10,000,000

6.2.2 Inspection and Testing Report

The applicant must also certify that each anchorage has been inspected and subjected to a test load of 1.5 times the applied load. The date of the inspection and test loading shall not be more than 12 months prior to the end of the application's

²

https://www.adeptnet.org.uk/sites/default/files/documents/gn_anchors_for_seasonal_dec_s_issue_1b.04_07_13.compressed.pdf

installation period. Current inspection reports shall be included for all applications involving the mounting point.

New test certification shall be required for applications involving applied loadings greater than that covered by existing certification.



7 Traffic count equipment, etc.

Permission must be obtained prior to attaching any equipment to a street lighting column. Applications shall be made, at least two weeks in advance of the proposed installation date, in writing or by email to the local Roads office with all the details specified below:

1. Name and contact details of applicant;
2. Details of equipment to be attached (size, type, weight, windage and fixings);
3. Reason for wishing to erect equipment;
4. Dates the equipment will go up and come down;
5. Exact details of column location and fixing height
6. Confirmation that the individuals responsible for erecting the equipment have the necessary qualifications and experience for the tasks involved in safely erecting the equipment in the road; and
7. Evidence that the applicant has, and shall maintain throughout the consent period, insurance cover of not less than £10,000,000 indemnifying Aberdeenshire Council against any third-party claims or demands.

Permission will not normally be granted for attachments to an aluminium column (see Section 7.1) nor to a column already carrying another attachment.

Equipment must not block or in any way hinder access to the column door.

Fixings shall be in accordance with section 2.3.1.

7.1 Very small attachments

Applications may be considered for fixing very small attachments to aluminium or steel columns without the need for further structural assessment where all of the following criteria apply:

1. The height of the attachment is less than 200mm;
 2. The width of the attachment is less than 150mm;
 3. The depth of the attachment is less than 100mm;
 4. The total weight of the attachment (including any fixings and batteries) is less than 500g;
 5. The mounting height shall be between 2.4m and 4m and at least 1m below the lantern; and
 6. For aluminium columns, non-metallic fixings, which can be installed and removed without damaging the surface of the column, are used.
-

8 Safe working practices for erecting and removing features

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

All operations within the road shall comply with *Safety at Street and Road Works: a code of practice 2013*.³

Risk assessments and method statements should be in place prior to commencing any works.

Ladders must not be placed against lighting-column shafts and self-supporting ladders, free-standing platforms or mobile elevated work platforms should be utilised as appropriate.

³ <https://www.gov.uk/government/publications/safety-at-street-works-and-road-works>

9 Contact details

9.1 Aberdeenshire Council

The appropriate Roads officer can be contacted using our roads enquiries telephone number (**03456 08 12 05**) or through the email addresses given below in Table 10.1.

Table 10.1 Local Roads office contact details

Area	email
Banff & Buchan	banffandbuchan.roads@aberdeenshire.gov.uk
Buchan	buchan.roads@aberdeenshire.gov.uk
Formartine	formartine.roads@aberdeenshire.gov.uk
Garioch	garioch.roads@aberdeenshire.gov.uk
Kincardine & Mearns	kincardineandmearns.roads@aberdeenshire.gov.uk
Marr	marr.roads@aberdeenshire.gov.uk



Applications may be sent by email to the appropriate address above or by post to the relevant address given below.

Banff & Buchan

St. Leonards
Sandyhill Road
Banff
AB45 1SD

Buchan

Strichen Roads Depot
High Street
Strichen
AB43 6RB

Formartine

29 Bridge Street
Ellon
AB41 9AA

Garioch

Gordon House
Blackhall Road
Inverurie
AB51 3WA

Marr

Alford Roads Depot
Montgarrie Road
Alford
AB33 8AE

Kincardine & Mearns

Viewmount
Arduthie Road
Stonehaven
AB39 2DQ

Initial discussions relating to the possible use of street lighting columns to support any attachment or decoration should be held with the Street-Lighting team. They can be contacted using our roads enquiries telephone number (**03456 08 12 05**) or by email at streetlighting@aberdeenshire.gov.uk.

9.2 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

BEAR Scotland Limited
BEAR House
Inveralmond Road
Perth
PH1 3TW

Tel: 01738 448600
Email: enquiries@bearsotland.co.uk

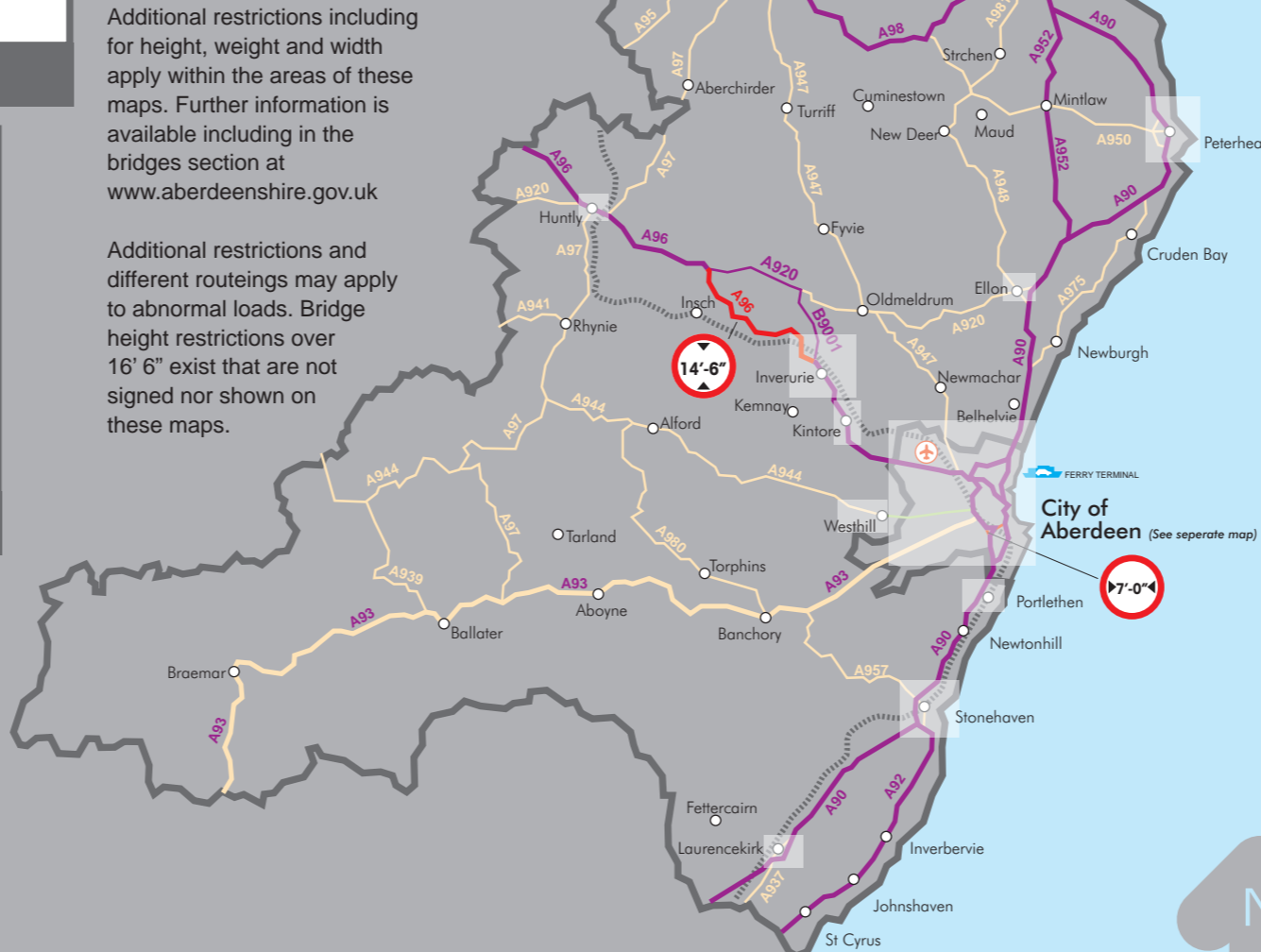
10 Freight Routes

The following roads shall be considered (for the purposes of this manual) to be freight routes. The height of the vehicle clearance zone to be maintained shall be 7.5m on these roads.

- Principal freight routes, access routes and industrial estate roads as shown on the NESTRANS freight map (Appendix A)
-

Appendix A: NESTRANS Freight Map





Additional restrictions including for height, weight and width apply within the areas of these maps. Further information is available including in the bridges section at www.aberdeenshire.gov.uk

Additional restrictions and different routings may apply to abnormal loads. Bridge height restrictions over 16' 6" exist that are not signed nor shown on these maps.

Alterations, updates and suggestions for this map should be sent to info@nestrans.org.uk quoting Freight Map Version 2.0



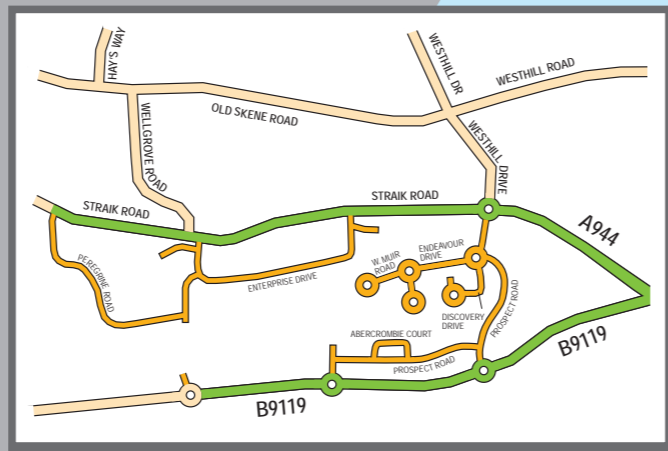
KEY

- Principal Freight Route
- Height/Weight/Width Restriction
- Access Route
- Industrial Estate
- Other Road
- Railway Line

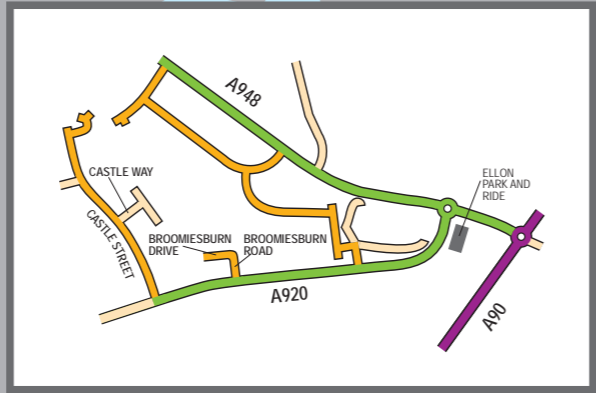


PETERHEAD

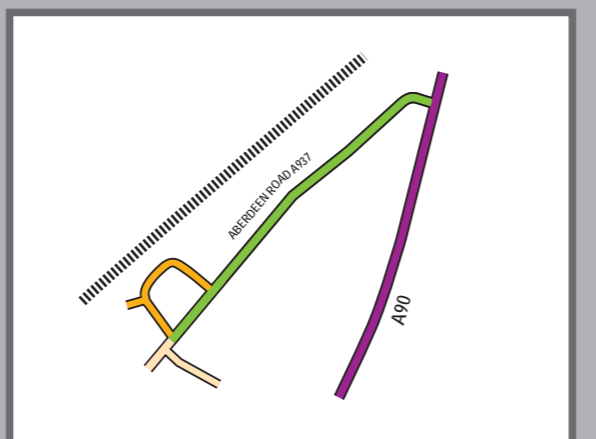
BRIDGE STREET
QUEENIE BRIG NORMALLY RAISED EXCEPTING
6:45 to 9:30 am
11:45 am to 1:15 pm
MONDAY TO FRIDAY
(TIMES APPROXIMATE)



WESTHILL & ELRICK



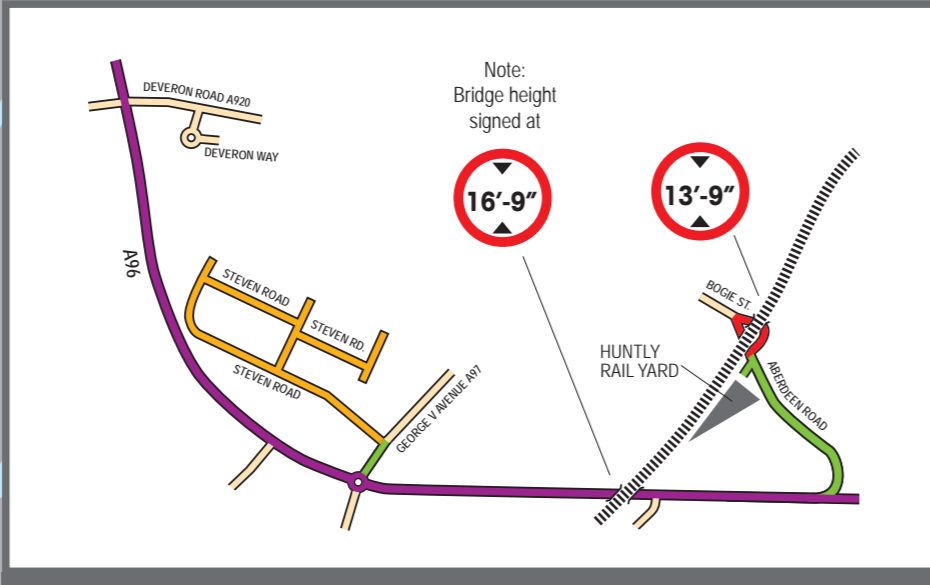
ELLON



LAURENCEKIRK



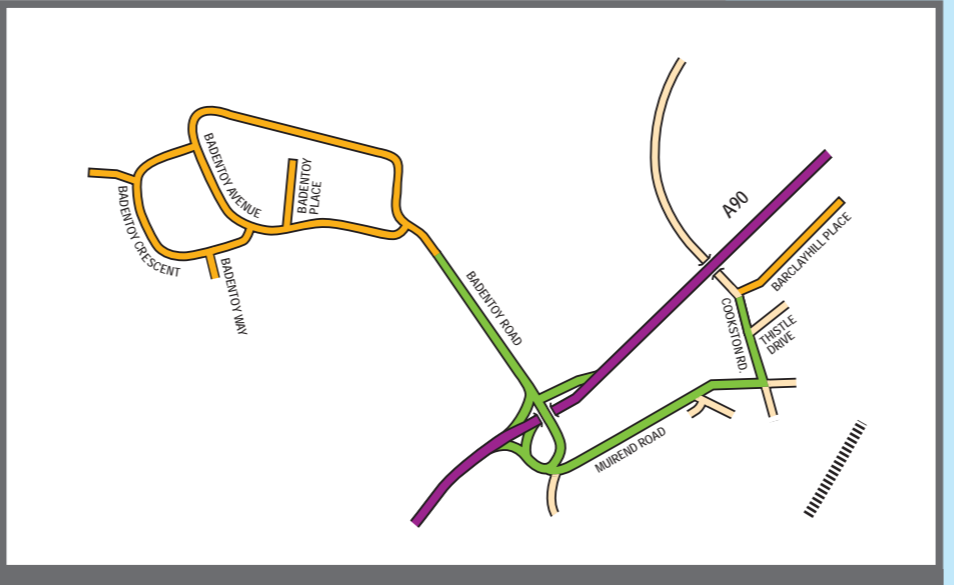
FRASERBURGH



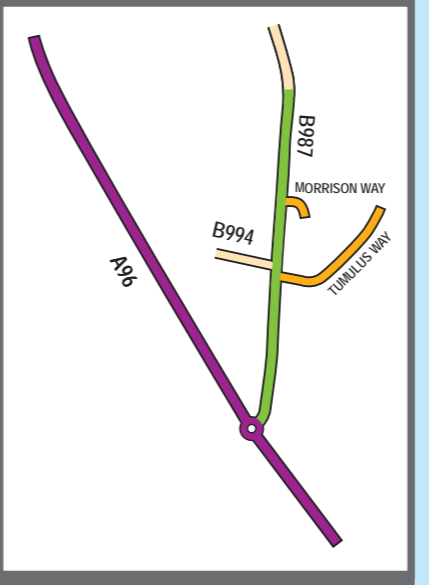
HUNTLY

Note: Bridge height signed at

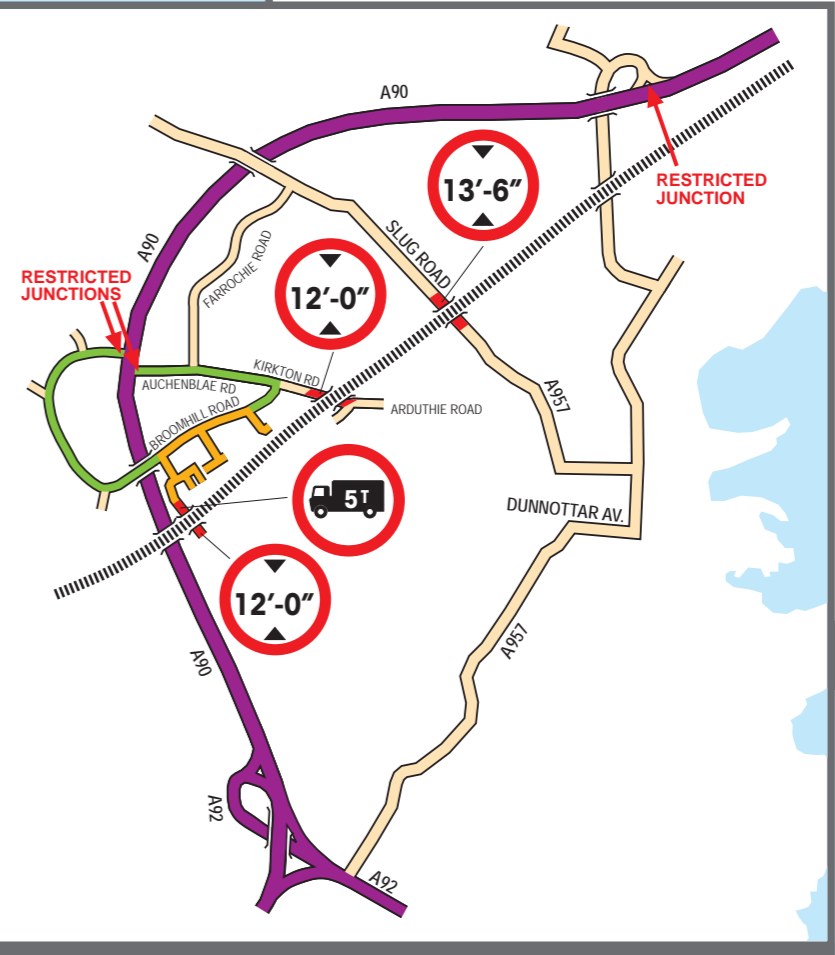
16'-9" **13'-9"**



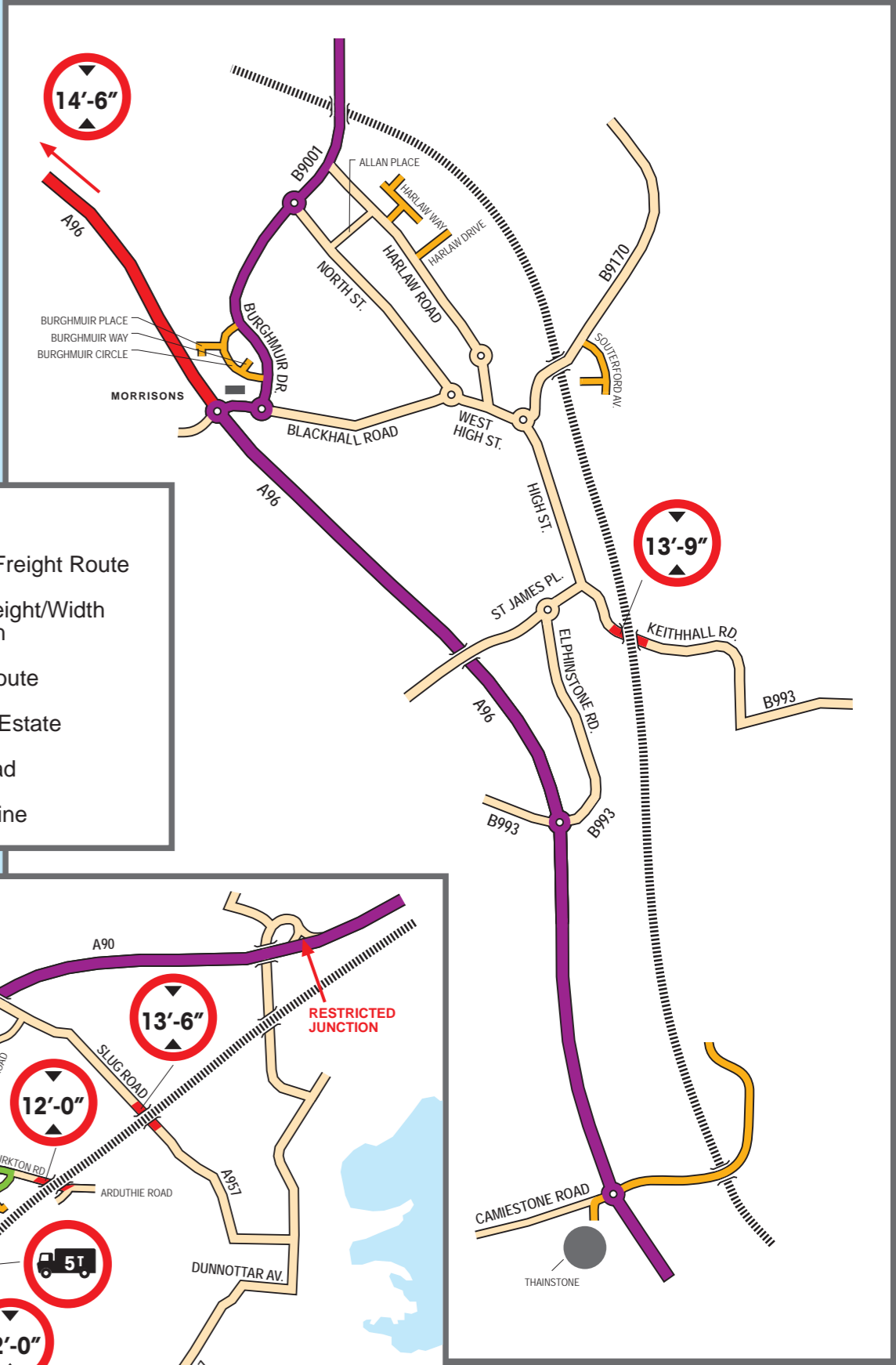
PORTLETHEN & BADENTOY



KINTORE



STONEHAVEN



INVERURIE

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