**CHRISTMAS LIGHT FUND APPLICATION GUIDANCE NOTES**

Bids from Community Groups for funding to support the purchase and provision of new and/or additional Christmas and Festive lighting displays and additional Christmas Trees must take into consideration the following as part of their overall bid:

**1.0** **The cost of the new displays**

1.1 The purchase of new decorative displays will be restricted to the undernoted authorised suppliers. Applicants must note that the funding is for new displays only. Requests to purchase used or ex-hire displays will not be supported.

1. **BLACHERE ILLUMINATION**

[www.blachere-illumination.co.uk](http://www.blachere-illumination.co.uk)

1. **FESTIVE LIGHTING COMPANY**

[www.festivelighting.co.uk](http://www.festivelighting.co.uk)

1. **LITE LIMITED**

[www.lite-ltd.co.uk](http://www.lite-ltd.co.uk)

1.2 Applicants are requested to review the displays as published in the above websites. When Applicants have decided on the displays they would wish to purchase, they must contact the appropriate supplier directly to establish the cost and availability of the desired displays;

1.3 The costs and availability of the desired displays will then be confirmed on the application form;

1.4 A full list of any street lighting column numbers and their street name location, together with full details of the proposed attachments giving size, weight and fixing methods, should be included on the application form. This will assist in the assessment process;

1.5 Applicants should also be aware that some older street lighting columns may not be suitable for any additional attachments. Similarly, many street lighting columns already have permanent attachments and these will very likely not be suitable for any further attachments; and

1.6 Applicants are advised that all applications will be subject to compliance with the ARA’s **‘Attachments to Lighting Columns and Other Street Mounted Apparatus’** requirements. All applications will be reviewed to ensure compliance prior to receiving approval.

**2.0** **Storage of newly acquired decorative displays**

2.1 Applicants must be aware that any new displays purchased through the Christmas Light Fund will remain in the ownership of the Community Group making the bid for funding. The new displays will not be transferred to the ARA for storage and management. Any store should provide adequate protection for the new displays against any form of damage. Confirmation that adequate storage will be available for the new Christmas and Festive Lighting displays must be displayed on the application form;

**3.0** **Electrical testing of the newly acquired decorative displays**

3.1 New displays will come with certification that the displays they are safe to use. However, prior to installation in each following year, all decorative display items require to be subjected to an Electrical Compliance Test (often referred to as a ‘PAT’ Test) to ensure that each item is 100% safe before installed and energised in a public place;

**4.0 Installation, Transportation and Removal Costs**

4.1 ARA or their nominated contractor, hereafter referred to as **‘the Contractor’** will collect decorative displays from the community store as noted in (**2.0**) above and then test, install and energise the displays at the desired location. At the end of the Festive season the Contractor will remove the decorative displays and return them to the community store from where they were collected. These costs will be assessed on receipt of an application and confirmed to the applicant should the application bid be successful;

**5.0** **Energy Costs**

5.1 All energy costs associated with the illumination of the new decorative displays will be included in the overall application bid. Applicants will be advised of the cost of the energy provision should their application bid be successful;

**6.0** **Public Liability Insurance**

6.1 Applicants must confirm on the application form if they are in possession of **Public Liability Insurance** for the installation of the new decorative displays.

**7.0 Requests for the Provision of New Christmas Trees**

7.1 Requests from Community Groups for the provision of new Christmas Trees will be managed through the Council’s Grounds Maintenance team. Should an application bid be successful, the Grounds Maintenance team will procure the new Christmas tree, safely install it in the desired location and remove it at the end of the Festive season.

 *Applications for new Christmas Trees must take consideration of the following:*

1. **The Cost of the Tree**

 The cost of the tree will depend on the size of the tree. Applicants will be advised of the cost of their desired Christmas Tree should their application bid be successful;

1. **Tree Footing**

 The footing of the tree will depend on the location on which the tree will be placed, and the size of the tree requested. This may require the construction of a sunken anchor footing, or the placement of a concrete footing to secure the tree safely in position. All of these factors will be established following a site visit to the desired location identified by the Community Group in their bid. The site safety inspection will be carried out by members of the Grounds Maintenance team and ARA;

1. **Dressing of the Tree**

 The amount of decorative lighting required to dress the tree will depend on the size of the tree, and the proximity of a power source. The procurement of new decorative lighting will be required as part of the bid. Applicants will be advised of the costs associated with new decorative lighting should their application bid be successful;

1. **Ownership of** **New Decorative Lighting**

 Any new decorative Christmas Lighting to dress new Christmas Trees will remain in the ownership of the Community Group making the bid. Appropriate storage (refer to **2.0** above) of the new Christmas Lighting for the any new Christmas Tree must be considered as part of any bid. The new Christmas Tree Lighting displays will not be transferred to either the Council’s Grounds Maintenance team or ARA;

1. **Energy Costs**

 Refer to (**5.0**) above;

1. **Security**

 The provision of all new Christmas Trees requires the erection of a fence around the base of the tree to ensure Health and Safety requirements are met. Applicants will be advised of the cost of fencing should their application bid be successful;

1. **Installation, Transportation and Removal Costs**

 All installation, transportation and removal costs will be assessed as part of the application bid. Applicants will be made aware of these costs should their bid be successful; and

1. **Public Liability Insurance**

 Refer to (**6.0**) above.

**8.0 Additional Considerations**

*Applicants are also requested to consider the following:*

8.1 **Road Closures**

Requests for Road Closures to facilitate a Christmas Lights Switch-On Event must be made through the ARA. To enable road closures, ARA will process a Traffic Regulation Order (TRO) which is the legal document that prohibits the use of the road network for a specific period of time. The processing of a TRO normally takes 28 days and costs approximately £1,500.00;

8.2 **Temporary Traffic Management Arrangements for Road Closures**

In addition to the costs associated with securing a TRO for a Christmas Lights Switch-On Event, the cost of the provision of temporary Traffic Management restrictions also need to be taken into consideration. The costs associated with a Traffic Management installation will depend of the number of roads to be closed and the potential complexity of the proposed temporary Traffic Management diversion arrangements;

8.3 **Requests for New Catenary Wiring Above Local Roads**

The request for the provision of any new catenary wiring to support decorative displays to be hung above the local road network must be made to the ARA; and

8.4 **Requests for New Catenary Wiring Above Trunk Roads**

Where any new catenary wiring is proposed above a Trunk Road, the ARA will liaise directly with the Trunk Road Operating Company, Amey Highways, for all appropriate permissions.

**9.0 Consideration of Bids**

 On receipt bids for new Christmas and Festive Lighting displays, a site assessment will be required to be undertaken to determine the following:

9.1 The suitability of the location for the new displays;

9.2 The location of an easily accessible power supply source to energise and illuminate the displays; and

9.3 Road Safety considerations in terms of the placement of new Christmas Trees or other decorative displays to ensure they do not impair driving visibility or present a risk of light glare for drivers and pedestrians.

**10.0** **Bid Timetable**

10.1 Application Guidance Notes will be posted on the Council’s website on **Friday** **25th June 2021** confirming that applications will be welcomed from community groups for funding to purchase new and/or additional Christmas and Festive Lighting displays and for new Christmas Trees;

10.2 Communication will also be sent directly to all Community Councils, Community Associations and other known Community and Tenant Groups on **Friday 25th June 2021** to alert them to the opening of the Christmas Light Fund for bids;

10.3 The closing date for application bids will be **Saturday 31st July 2021**;

10.4 Assessment of the bids received will take place during the month of **August 2021** where appropriate site visits will determine the actual overall cost of the provision of new decorative displays. Applicants will be informed of the outcome of their bids by **31st August 2021**;

10.5 In **September 2021**, the Programme of Installation and the associated Switch-On dates will be confirmed. ARA will appoint a contractor for the works; and

10.6 Installation of all Christmas and Festive lighting displays and the provision of all Christmas Trees will take place in **November 2021**.

**11.0 Queries**

 All enquiries in should be sent to Events@south-ayrshire.gov.uk