

Dear organiser,

Please find below your application pack for Festive Displays on the Public Highway.

Application forms must be completed with the correct information including total energy consumption along with switch on/off and removal dates.

Application forms will only be accepted in digital format and must be returned to [festivedisplays@wirral.gov.uk](mailto:festivedisplays@wirral.gov.uk) by the **31st of August or the next working day if this falls on a non-working day**.

A decision on all applications will be made and communicated no later than the **30th of September, or the next working day if this falls on a non-working day**. If successful, a permit will be issued to the display organisers.

The following applications will **not** be accepted –

- Paper application forms which are posted.
- Copies from previous years.
- Incomplete application forms.
- Application forms with incorrect or incomplete information e.g.: with the phrase 'same display as last year'

Any application forms which have not been accepted will not be granted a permit.

If you are struggling completing the application process, please liaise with your appointed contractor.

## Festive Display – Application Form

Please complete in block capitals. **All information and details must be provided as any parts incomplete and/or inaccurate may delay your application.**

### Date of Application:

#### Part 1

Application Information	
Location:	
Street Names	
Start date for installation:	
Switch on date:	Switch off date:
Removal date:	

Organiser:	
Contact Name:	
Address	
Postcode	
Telephone	
E-mail	
24 hr emergency contact details	
Name:	Mobile No:

Contractor	
Contact Name:	
Address	
Postcode	
Telephone	
E-mail	
24 hr emergency contact details	
Name:	Mobile No:

**Part 2 - Please answer Yes or No to the following:**

General Requirements		YES/NO
1	Provided herewith evidence of public liability insurance both installation contractor and organiser to a minimum value of £5,000,000 for any one incident to indemnify the Highway Authority against any third party claims due to the installation, operation or removal of seasonal decorations and consequential damage.	
2	Provided herewith a copy of the Contractor's method statement and risk assessments for the installation, maintenance and removal of the decorations and/or organisers Method Statement and Risk assessments if using volunteers to work on, or near, the Public Highway.	
3	Provided herewith a completed Festive Decorations Schedule of Equipment Proposed for Attachment to Streetlights Form - below	
4	Provided herewith details of any tree mounted decorations including, if practicable, proposed method for switching off decorations during the daytime	
5	Provided herewith details of any decorations spanning the highway together with anchorage test/examination certificates	

**Part 3 - Please answer Yes or No to the following:**

Electrical Requirements		YES/NO
1	Are the Electrical Requirements as described in the Policy understood and accepted by the Contractor	
2	Provide list of all persons undertaking electrical work and evidence of their competency to undertake the works required. Competency using equipment to a minimum standard as required for permanent and temporary installations E.g., Electrician Registration Card, MEWP Operator Certificate, Chapter 8 Training Certificate, BS7671.	
3	Is the Contractor's electrician G39 approved? If 'yes' then a copy of approval certificate for each individual is required.	
4	If the answer to Q3 is 'no', then the contractor must <b>not</b> under any circumstances interfere with the Scottish Power fuse gear. The contractor must only use the Double Pole isolator provided. Is this understood?	

**Part 4 - Please answer Yes or No to the following:**

Traffic Management		YES/NO
1	Are the responsibilities for Traffic Management as described in the Policy understood and accepted by your appointed Contractor?	
2	Are the Traffic Management proposals for the installation, maintenance and removal of the decorations included in the enclosed copy of the Contractor's risk assessment and method statement?	
3	Are temporary traffic signals, or Stop and Go boards, required?	





**Application Signatories**

Please read the following statement and sign below to confirm that you agree with it on behalf of your Organisation to validate the application.

Do you wish to apply for a 3-year permit in line with the terms and conditions as detailed within the Festive Display Policy?

**Yes / No**

In submitting this application, I/we the Organiser and Contractor, confirm that the answers and supporting information we have given are true and correct. We also confirm that we have read and understood the terms and conditions detailed within the Festive Display Policy and shall inform Wirral Borough Council immediately of any change to the information we have given in the application.

**Organiser**

Full Name:

Signature:

Date:

**Contractor**

Full Name:

Company Name:

Position in Organisation:

Signature:

Date: