

## SEASONAL DECORATION CHECKLIST

Applicant Details.....

| TASK   | DETAILS ENCLOSED<br>(YES-NO-N/A) |
|--|----------------------------------|
| Completed Application form   |                                  |
| Application fee  |                                  |
| Copy of Insurance certificate<br>(minimum £10 million)   |                                  |
| Copy of structural engineer's<br>reports and calculations.   |                                  |
| Copy of the anchorage and<br>catenary register.  |                                  |
| Details of barriers for ground<br>mounted decorations  |                                  |
| Detailed scaled plan indicating<br>Locations of: <ul style="list-style-type: none"> <li>• Display item</li> <li>• Fixing points</li> <li>• Route of lighting span</li> </ul> |                                  |
| Name of Contractor/Installer/Third<br>Party  |                                  |
| Out of hours contact details   |                                  |
| Detailed electrical details for : <ul style="list-style-type: none"> <li>• Supply Source</li> <li>• Circuit protection</li> <li>• Inspection certificates</li> </ul>         |                                  |

| TASK  | DETAILS ENCLOSED<br>(YES-NO-N/A) |
|---|----------------------------------|
| Copy of Written Energy Agreement<br>(UMSO agreement)  |                                  |
| Banner Details for: <ul style="list-style-type: none"> <li>• Wording</li> <li>• Graphics</li> </ul>                       |                                  |
| Agreement of: <ul style="list-style-type: none"> <li>• Property owner</li> <li>• Landowner</li> <li>• Occupier</li> </ul> |                                  |
| Details of: <ul style="list-style-type: none"> <li>• Erection date</li> <li>• Dismantle date</li> </ul>                   |                                  |
| Traffic Management requirements.  |                                  |
| Evidence of Signing & Guarding<br>accreditation (NRSWA)   |                                  |
| Evidence of G39/1 accreditation   |                                  |