



## SEASONAL DECORATION CHECKLIST

Applicant Details..... .

| <b>Applicant Details</b>  |                                      |
|---|--------------------------------------|
| <b>DETAILS</b>  | <b>DETAILS ENCLOSED (YES-NO-N/A)</b> |
| Completed Application form  |                                      |
| Application fee   |                                      |
| Copy of insurance certificate (minimum £10 million)   |                                      |
| Copy of structural engineer's reports and calculations  |                                      |
| Copy of the anchorage and catenary register   |                                      |
| Details of barriers for ground mounted decorations  |                                      |
| Detailed scaled plan indicating 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 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>        |                                      |
| Copy of Written Energy Agreement (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 accreditation (NRSWA)  |  |
| Evidence of G39/1 accreditation   |  |