



# Burnham-on-Sea & Highbridge Town Council

MAYOR  
CLLR. MICHAEL CLARKE

TOWN CLERK  
MRS. DENISE EMERY

TOWN CENTRE MANAGER  
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## Agreement for the use of the Electric Pillar - High Street

Hirers name \_\_\_\_\_

Hiring organisation \_\_\_\_\_

Event Organiser \_\_\_\_\_

Date of hire \_\_\_\_\_

Reason for hire \_\_\_\_\_

Date granted \_\_\_\_\_

Granted by \_\_\_\_\_

Sockets to be opened (delete) 1 2 3 4 5 6

### 1 Electrical supply / equipment

- 1.1 No alterations or modifications are to be made to any electrical supply or equipment provided by Burnham-on-Sea and Highbridge Town Council.
- 1.2 Traders must not illuminate or provide power to a stand, exhibition, stall or stage by any other means than that provided or recommended without the written consent of Burnham-on-Sea and Highbridge Town Council. Any such requests to make changes must be in writing and include relevant details and drawings provided by the qualified electrical contractor who will undertake the works, if approved.

- 1.3 Any authorised electrical works of any kind must comply with and be carried out in accordance with the current schedule of the Institution of Engineering & Technology.
- 1.4 All electrical equipment used by each trader must have been Portable Appliance Tested (PAT) in the last 12 months. You may be required by the Town Centre Manager to show documentary evidence e.g. test certificate.

## **2 Use of Electricity**

2.1 The power supplies for any stand, exhibition, stall or stage granted permission by Burnham-on-Sea and Highbridge Town Council to trade on High Street, Burnham-on-Sea, must not be taken from adjacent shop premises or domestic properties.

2.2 There are permanent 240v single phase power supplies for use by authorised traders and events housed in a dedicated feeder pillar, outside No. 41 High Street

2.3 Burnham-on-Sea and Highbridge Town Council will permit privately supplied electrical cables of any kind to be connected to the power supply outlets in the dedicated feeder pillar with prior agreement with Town Centre Manager.

2.4 Sockets 1 & 2 and socket 3 & 4; each pair of sockets will include two 16A Commando socket outlets with individual DP isolators and 20A mcb split between the two socket outlets; allowing a maximum 20A load shared between each socket.

2.5 Socket 5 is a 32A Commando socket with DP isolator and 32A mcb, allowing a maximum 32A load dedicated to this socket

2.6 Socket 6 is a 16A Commando socket with DP isolator and 16A mcb, allowing a maximum 16A dedicated to this socket

## **3 Connections by traders and event organisers**

3.1 It is the responsibility of the event organiser to ensure that any equipment or appliance that is connected to the Burnham-on-Sea and Highbridge Town Council distribution box is suitable and safe at all times.

3.2 Burnham-on-Sea and Highbridge Town Council reserve the right to inspect any equipment or appliances connected to their supply and take any appropriate action to ensure public safety.

3.3 The Burnham-on-Sea and Highbridge Town Council feeder pillar must remain readily accessible and obvious at all times in case urgent disconnection is required.

3.4 Connection to a Burnham-on-Sea and Highbridge Town Council supply outlet can only be made using a 16A MK Commando plug or similar, to sockets 1,2,3,4 & 6 (32 A MK Commando plug for the dedicated 32A supply, socket 5). All connections into the Burnham-on-Sea and Highbridge Town Council feeder pillar will be made via the cable louvre provided; the doors of the feeder pillar should not be left open when in general use.

3.5 Connection shall only be made to the numbered socket as advised by *insert name of Approver here*, all sockets are fitted with padlocks to limit their use based on the envisaged load/types of loads to be used on any particular day. The key for the particular socket to be used by the stallholder/event organiser will be provided by the Town Centre Manager no later than on the day of use, and should be returned at the end of the days trading/event. A refundable deposit will be required of £25.00

3.6 The following guidance will be used when assessing suitability and safety:

3.6.1 All flexible leads from the supply outlet to the traders equipment must be of

Arctic grade cable to BS6500, or better, and be 3 core (including a protective earthing conductor)

3.6.2 Flexible cables should not be laid in areas accessible to the public unless they are protected against mechanical damage.

3.6.3 Mechanical protection or armoured cables should be used wherever there is a risk of damage.

3.6.4 Cables offering integral mechanical protection are:

- i. Steel wire armoured
- ii. Cable with external protective steel wire braid

3.6.5 Rubber cable matting should be used to reduce the risk of tripping, but cannot be considered as providing sufficient mechanical protection for flexible cables.

3.6.6 Where flexible cables are used above floor level they should not be unsupported across gaps wider than two metres without the use of a suitable catenary wire support.

3.6.7 Any plug/socket connections should be protected against damage and secured above ground level to reduce the risk of water penetration from puddles

**Please sign and return this whole document together with your deposit and payment before the commencement of your hire.**

**Signed** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Return to: Town Centre Manager, Burnham on Sea & Highbridge Town Council, Old Courthouse Building, Jaycroft Road, Burnham on Sea, TA8 1LE**

**Cheques made payable to: Burnham on Sea & Highbridge Town Council**

