



WILMSLOW TOWN COUNCIL

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Cheshire

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TENDER SPECIFICATION

Provision of Christmas Lights Display and Associated Works for Wilmslow Town Council 2021 – 2023

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1. INSTRUCTIONS FOR SUBMITTING A TENDER:

1.1 INTRODUCTION:

- 1.1.1 Wilmslow Town Council (WTC) is looking to rent lighting displays for its Christmas lighting for the Festive period 2021/22/23, the 'Switch On' is usually the Third of Saturday in November.
- 1.1.2 Each year, at the end of October/beginning of November, the festive lighting scheme is to be installed across the Town in preparation for our Christmas Lights Switch On event in November,
- 1.1.3 WTC will be turning on the Christmas Lights at an event. The lights are switched on at around 18.00hrs.
- 1.1.4 The provisional date for 2021 is November 20th. The lights must be installed by no later than two weeks prior to the switch-on date in order to be inspected by WTC and any works required carried out before the event.
- 1.1.6 All reported lighting repairs require a next working day response (unless it is an emergency).
- 1.1.7 All lights which are to be LED, once switched on, will remain on until January 6th controlled by an operational and checked timer.
- 1.1.8 On the evening of the switch-on, you will provide an agreed number of trained personnel to ensure all lights in the vicinity of Bank Square are lit to coordinate with the switch on and all others lit within 1 hour of switch-on.
- 1.1.9.1 We are currently seeking professional companies who can deliver an exceptional value for money service to tender for the testing, installation, supply and design of the Christmas Lights display. Tenders should include delivery, testing, build and dismantle time and transport costs and all maintenance throughout the festive period.
- 1.1.10 WTC is seeking to agree a three-year tender for this event. Your tender documents must provide a three-year summary and breakdown of costs which would be fixed for the three year term. We consider fixed costs to be advantageous to both yourself and the Council.
- 1.1.11 The details of this document and all associated documents are to be treated as private and confidential for use only in connection with the Tender Request and contract purposes.

1.2 Preparation of the Tender Request (TR):

- 1.2.1 Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a contract.
- 1.2.2 The Council will do everything possible to ensure tenderers have access to all the information they require in order to produce their response.
- 1.2.3 Potential tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, requests should be submitted in writing to Town Clerk, townclerk@wilmslowtowncouncil.gov.uk or Wilmslow Town Council, Wilmslow Parish Hall, Cliff Road, Wilmslow SK9 4AG
- 1.2.4 Any additional information requested will automatically be provided to all invited tenderers.
- 1.2.5 **We strongly recommend a site visit by all interested parties prior to the submission of a tender.**

1.3 TR Procedures and Timetable

- 1.3.1 The following dates are applicable to this procurement:

| Target Date | Task |
|----------------|--|
| 14 May 2021 | Issue Tender Document |
| 11 June 2021 | Deadline for requests for additional information |
| 9 July 2021 | Deadline for return of TR |
| 30 July 2021 | Final selection of successful supplier and notify unsuccessful bidders |
| 13 August 2021 | Target date for award of contract and first planning meeting |

- 1.3.2 No extension to any dates contained in the procurement timetable shall be granted to tenderers. The Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.
- 1.3.3 Tenderers who are interested in this procurement are invited to submit a fully costed TR proposal together with all the supporting documents as specified in this TR.
- 1.3.4 Wilmslow Town Council reserves the right to request additional information from a tenderer to clarify their proposal, which is to be supplied at the expense of the tenderer.
- 1.3.5 This TR must be completed and returned in a sealed envelope, clearly marked with the following: TR Response – For the supply of Christmas Displays, Town Clerk, Wilmslow Town Council, Wilmslow Parish Hall, Cliff Road, Wilmslow SK9 4AG and also sent electronically to email: townclerk@wilmslowtowncouncil.gov.uk

1.3.6 Your proposal must be received by 17.00hrs on 9 July 2021 - any tenders received after this date and time will not be considered.

- 1.3.7 Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation. You should provide an index of all documents referred to in the completed tender.

Tenderers must return one copy of the completed tender and any supporting documentation. If couriered or hand delivered it must be delivered to the Town Clerk, Wilmslow Town Council, Wilmslow Parish Hall, Cliff Road, Wilmslow SK9 4AG. The opening times are Monday – Friday 10:00hrs – 15:00hrs. Please telephone in advance for an appointment.

- 1.3.8 The quotation document should detail precisely how the supplier will satisfy the Council's requirements by reference to the Council's Schedule of Requirements at Section 3 and a completed cost schedule at Section 4 of this tender request.

- 1.3.9 The Council does not bind itself to accept the lowest bid or any quotation. The Council reserves the right to withdraw any part of the quotation document prior to award of contract and reserves the right to discontinue the quotation process at any time.

1.4 Quotation Format and Cost Summary

- 1.4.1 The suppliers shall provide full details of all costs that are to be charged to the Council as per the enclosed pricing structure.

- 1.4.2 The completed schedule of requirements and cost information must be attached as an addendum to the final submitted proposal.

- 1.4.3 Once the proposal has been submitted no alterations to the text will be permitted. Failure to complete any part of the quotation documents may also incur rejection of the proposal.

1.5 Selection Criteria

- 1.5.1 This TR is a two-stage process containing questions regarding suppliers' ability and technical capability to provide and deliver the service within the costs being tendered. The full list will be shortlisted to a maximum of three suppliers who will be asked to attend a meeting to discuss their proposals. The preferred tenderer will be determined based on how their proposed solution can best demonstrate their ability to meet requirements along with the most economically advantageous tender. Coloured proposed lighting proposals would be very helpful.

- 1.5.2 The TR evaluation will be split as per the following weighting: Methodology/Quality 60%, Cost 40%.

1.6 Arithmetic Accuracy

- 1.6.1 It is the responsibility of the supplier to check that all costs are identified, entered in the cost templates and are accurate. Any area of cost that is not identified and not included with the submission will be treated as free of charge.

1.6.2 If arithmetical mistakes are found after the contract has been awarded they will not be taken account of. The figure agreed at the time of contract will prevail.

1.7 Period of Acceptance

1.7.1 The potential supplier is required to hold their TR open for acceptance for a period of up to four months from the closing date.

1.8 Final Submissions

1.8.1 The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the TR.

1.8.2 You must supply all details and certificates requested as part of this TR.

1.8.3 Lack of information may deem your tender unacceptable and will result in the failure of your submission.

1.8.4 WTC will not accept incomplete nor non-specific/generic submissions.

1.8.5 Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the TR price submitted.

1.8.6 A formal contract will be issued to the successful TR.

2 ORGANISATIONAL INFORMATION AND REQUIREMENTS:

2.1 ORGANISATION IDENTITY:

| | | | |
|---|--|----------------------|--|
| Name of Organisation | | | |
| Contact | | | |
| Address | | | |
| Tel No. | | | |
| Email | | | |
| Company Registration No. | | Date of Registration | |
| Registered Address (if different from above) | | | |

2.2 ORGANISATION INFORMATION:

| | |
|---|--|
| Is your organisation: (Please tick those that are applicable) | |
| Public Limited Company | |
| Limited Company | |
| Partnership | |
| Sole Trader | |
| Date of organisation's formation | |
| Date of incorporation in UK (if different) | |
| VAT registration No. | |

Is your organisation registered under the Data Protection Act 2018? YES/NO

If the answer is yes, what is your DPA registration number?: _____

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a) – (f) of the Public Contracts Regulations 2006? YES/NO

If the answer is yes, WTC may require further information.

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)?

YES/NO

If the answer is yes, please provide details.

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)?

YES/NO

If the answer is yes, please provide details.

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract?

YES/NO

If the answer is yes, please provide the name and registered office address:

List the full names of all Directors, Partners and Company Secretaries:

| <u>Full Name</u> | <u>Role</u> |
|-------------------------|--------------------|
| | |
| | |
| | |

Please give details of any Director, Partner or Associate who has been employed by Town Council:

| <u>Full Name</u> | <u>Role</u> |
|-------------------------|--------------------|
| | |
| | |

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Town Council or who is a Council Member:

| <u>Full Name</u> | <u>Name of relation</u> |
|-------------------------|--------------------------------|
| | |
| | |

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section 117 of the Local Government Act 1972? YES/NO

If the answer is yes, please provide details:

2.3 FINANCIAL INFORMATION:

May your bankers be approached for a reference? Yes/No

A financial credit-check may be undertaken on your organisation as part of this tender process.

If requested would you be prepared to provide a set of the last year's audited accounts for your own organisation and the holding/or ultimate parent (if applicable). Yes/No

Please provide details of your bankers:

Bank Name: _____

Branch Address: _____

Account Name: _____

Account Number: _____ Sort Code: _____ - _____ - _____

Number of years account has been open? _____

If goods, services and or works proposed in your tender return are sub-contracted, WTC will require financial documents from each third party.

2.4 INSURANCE:

Please provide details of your organisation's Insurance protection in respect of the following.
(A copy of your insurance papers must be provided as an appendix.)

| Policy Number | Insurer | Indemnity Value (£) in respect of any one incident |
|-------------------------------|----------------|---|
| | | |
| Public liability | | |
| | | |
| Employers Liability | | |
| | | |
| Professional Indemnity | | |
| | | |

2.5 CAPACITY:

Please supply details of staffing levels directly employed by your organisation:

Have you got the current capacity to undertake the requirements alongside your existing contracts? YES/NO

Please provide contact details of the team who will be responsible for the delivery of this contract.

Please indicate to which professional or trade bodies your organisation belongs to.

Please include the registration number, date of registration and where possible copies of certificates and website details.

2.6 PROVISION OF SERVICE:

Please confirm whether you propose to provide any part or all of the proposed service through another organisation, whether this is through sub-contracting or a consortium?

YES/NO

If yes, please complete the following:

What type of working arrangement do you have:

Sub-contract?

- Consortium?
- Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation's ultimate parent company where applicable.

Will the relationships be specifically established for this contract? YES/NO

2.7 PREVIOUS CONTRACTS:

Has the organisation ever had a contract terminated? YES/NO

If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination:

Has the organisation ever withdrawn from a contract? YES/NO

If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination:

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? YES/NO

If yes please give name and address of the employer:

2.8 HEALTH & SAFETY POLICY:

Please provide a copy of your organisation's Health & Safety at Work Policy, to include a risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the TR proposal.

This is a mandatory requirement.

Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years.

2.9 SUSTAINABILITY:

Please provide a copy of your organisation's sustainability policy.

2.10 ENVIRONMENTAL:

Has your organisation been successfully prosecuted for infringement of environmental legislation in the past three years? YES/NO

If the answer is yes, please provide further details.

2.11 EQUAL OPPORTUNITIES:

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation:

- Human Rights Act 1998
- Equality Act 2010

We are committed to doing everything possible to promote equality in our organisation and will only do business with those organisations that adopt the same policy.

2.12 PROFESSIONAL REFERENCES:

Please provide details of organisations that you have provided a provision of goods, services and/or works for the purpose of a reference:

For all contracts listed the details must include:

- Customer name and address.
- A brief overview of the project/programme description including the scope of your involvement
- Value of contracts.
- Contact name and telephone number.
- May customers be approached for a reference? YES/NO

Please provide details of your organisation's involvement in any projects which have been awarded in the last 5 years where there was a failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

3 OUR REQUIREMENTS:

3.1 SCHEDULE OF REQUIREMENTS:

The services supplied must meet or exceed the full requirement as detailed below and general overview in Appendix B.

Therefore, the tender must clearly identify any areas outside the scope of this procurement that is the responsibility of the Council.

It is important at the time of completing this TR that you specify a lead time for delivery of the goods and services, with a comprehensive delivery/ implementation/ installation plan to meet the Council's objectives.

On receipt of the Council's purchase order, the successful tenderer shall provide to the Council a Programme of work covering the planning and implementation phases giving a brief outline of time scales involved.

You must clearly rate your ability to fulfil the stated requirements of this quotation set below and within the time constraints identified.

4. COSTS

Suppliers are required to submit their costs using the attached template at section 4.1 below.

Suppliers may add extra rows as appropriate to add clarity to their cost breakdown. Costs for proposals at each site identified in Appendix B should be separated out for transparency and if providing more than one option that these are clearly separated and specified.

All costs should be a fixed price exclusive of VAT

Please state clearly what is to be provided within each area of cost. The Council shall not make any payments of other costs that are not listed here and/or are ancillary to the service provision.

Prices should reflect a three-year agreement and any subsequent increases to costs over those three years that do not form part of this formal tender will not be the responsibility of Town Council.

FOR GUIDANCE – THE TOWN COUNCIL ANTICIPATE THE FULL COST OF THIS SERVICE OVER THE THREE YEARS OF THE CONTRACT WILL BE IN THE REGION OF £75K TO £100K

4.1 DETAILED COST TEMPLATE FOR THREE YEAR CONTRACT:

(Failure to provide a cost for three-years will result in the exclusion of your tender submission).

If you are proposing more than one option please provide a sheet for each proposal.

| Item | Description | Year 1 2021 | Year 2 2022 | Year 3 2023 | Total Costs |
|--|---|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Provision of Lights (Please breakdown the costs per area identified in Appendix B). | To provide a scheme of lights for the set areas in Appendix B on a 3-year rental basis. | | | | |
| Infrastructure (Please breakdown the costs per area identified in Appendix B). | Installation of additional infrastructure for safe fixings, power supply, timers | | | | |
| Testing & Replacement of light Installations | Checking all lighting equipment outlined in Appendix B and the repair and replacement of individual lights where necessary to ensure that all lighting displays are in full working order prior to installation in line with the Schedule (Appendix B). | | | | |
| Testing Lighting Brackets | Testing of all fixings then the repair and re-test as necessary at least 4 weeks prior to the switch-on date. This should also include all repairs to any structural damage caused (Appendix A). | | | | |
| Testing Electrical Connections | Testing all street connections at least 4 weeks prior to the switch-on date in line with the Schedule (Appendix A). | | | | |
| Installation, Removal and Storage | Storage and erection of the Christmas lights displays, connection of power supplies and testing to ensure that all are working. The lights must be installed by no later than one week prior to the switch-on date. Removal of all lighting infrastructure and storage. | | | | |

| Item | Description | Year 1 2021 | Year 2 2022 | Year 3 2023 | Total Costs |
|--|--|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Maintenance of Lighting and infrastructure | <p>All reported lighting repairs require a next working day response.</p> <p>All lighting faults should be resolved within a maximum of 2 working days.</p> | | | | |
| Staffing | <p>Prior to the event you will assign a Project Manager who will remain the Point of Contact throughout the project.</p> <p>On the evening of the Switch-on event you will provide a minimum of 2 trained personnel to ensure that all lights are switched-on immediately in the vicinity of the switch-on site and all other areas are lit by 19.00hrs.</p> <p>You will need to ensure you have a suitable number of staff available out-of-hours to carry out repair tasks as and when required.</p> | | | | |
| Contingency | Contingency sum built into budget for unpredicted increases etc. | | | | |
| Other costs | Please list any additional costs (continue on a separate sheet if necessary). | | | | |
| Emergency Call-out (out of hours) | <p>Occasionally it may be necessary for an emergency call-out for urgent repairs which pose a danger to the public.</p> <p>'Out-of-hours' is deemed to be between 18.00hrs and 08.00hrs, and all weekend.</p> | | | | |
| Emergency Call-out (normal working hours) | Normal working hours are Monday to Friday 08.00hrs to 18.00hrs. | | | | |

Signed: _____ **Name (print):** _____

Position in the Company: _____

Date: _____

Appendix A:

2021 Schedule

*Please note all dates shown here are an example for TR purposes only. A revised schedule will be agreed on award of contract.

| Date | Task |
|------------------|--|
| 9 July 2021 | Deadline for TR submissions to WTC. |
| 13 August 2021 | Target date for award of contract |
| 13 August 2021 | Target date for Planning meeting. |
| September 2021 | Installation schedule agreed by WTC |
| September 2021 | Testing all electrical connections and, if necessary, repair. |
| October 2021 | Start installation programme. |
| 6 November 2021 | Installation complete. |
| 13 November 2021 | Christmas lights inspection by WTC team and company awarded the contract. |
| 13 November 2021 | Review any issues reported and repair if necessary. |
| 20 November 2021 | Christmas Lights Switch-on Event. |
| 6 January 2022 | Turn off all lighting installations and begin dismantle and return to storage. |

Appendix B:

Areas to be covered by the lighting design:

Lighting Locations

1. Grove Street (Full Length)
2. Water Lane – Chilli Banana to Rex Cinema (10 Lighting columns)
3. Alderley Road – Sainsbury's to Rex Cinema (10 Lighting Columns)
4. Alderley Road – Rex Cinema to BP Garage (10 Lighting Columns)
5. Alderley Road – BT Garage to Station Road traffic lights (9 Lighting Columns)
6. Chapel Lane – (4 Lighting Columns)
7. St Bartholomew's Church tree
<https://www.google.com/maps/place/Roy+Castle+Foundation+Wilmslow+Shop/@53.3296104,-2.2295861,3a,75y,0.17h,98.55t/data=!3m6!1e1!3m4!1sQObfr-OPw310Pz7NQa1gEw!2e0!7i13312!8i6656!4m13!1m7!3m6!1s0x487a4cde3ee57ded:0x9cdf3fc1c0747d5c!2sWilmslow!3b1!8m2!3d53.328!4d-2.229409!3m4!1s0x487a4d75a562eed3:0xcbb0cb05a4228d15!8m2!3d53.328656!4d-2.2299898>
8. Station Road/Alderley Road tree
<https://www.google.com/maps/place/Viyella+Wilmslow/@53.3272875,-2.2289725,3a,75y,163.05h,108.26t/data=!3m6!1e1!3m4!1sAi6brAQVv-r-py56na-xLw!2e0!7i13312!8i6656!4m13!1m7!3m6!1s0x487a4cde3ee57ded:0x9cdf3fc1c0747d5c!2sWilmslow!3b1!8m2!3d53.328!4d-2.229409!3m4!1s0x487a4d9db9f4d19d:0x2fd62a53504c3012!8m2!3d53.3250243!4d-2.2342771>
9. Alderley Road - Coach and Four tree
<https://www.google.com/maps/@53.323951,-2.2349661,3a,75y,141.46h,114.11t/data=!3m6!1e1!3m4!1sExM2oTaBe5dWNEXyvuk7ug!2e0!7i13312!8i6656>
10. Alderley Road/South Drive tree
<https://www.google.com/maps/@53.3251774,-2.2336579,3a,75y,187.05h,109.48t/data=!3m6!1e1!3m4!1s9R2JX6FyCNnW4LAd71AWMg!2e0!7i13312!8i6656>
11. Alderley Road/Leisure Centre Car Park Entrance tree
https://www.google.com/maps/place/Viyella+Wilmslow/@53.3260214,-2.2298506,3a,37.5y,163.77h,98.41t/data=!3m6!1e1!3m4!1s3x5T4AZZntDip_vh0oY0oQ!2e0!7i13312!8i6656!4m13!1m7!3m6!1s0x487a4cde3ee57ded:0x9cdf3fc1c0747d5c!2sWilmslow!3b1!8m2!3d53.328!4d-2.229409!3m4!1s0x487a4d9db9f4d19d:0x2fd62a53504c3012!8m2!3d53.3250243!4d-2.2342771
12. Water Lane/Hawthorn Street tree
<https://www.google.com/maps/@53.3268314,-2.2386611,3a,75y,201.24h,105.26t/data=!3m6!1e1!3m4!1sfCX4O8BEAhg2YimQJVTGeQ!2e0!7i13312!8i6656>
13. Bank Square trees (to the rear of the square)
<https://www.google.com/maps/place/Anthology/@53.3275889,-2.2303651,3a,75y,131.79h,94.08t/data=!3m6!1e1!3m4!1seAvPP6m6ZjKPCR51wMnNA!2e0!7i13312!8i6656!4m13!1m7!3m6!1s0x487a4cde3ee57ded:0x9cdf3fc1c0747d5c!2sWilmslow!3b1!8m2!3d53.328!4d-2.229409!3m4!1s0x487a4d759ba07379:0xc64ad6b8e9ee06dc!8m2!3d53.3274887!4d-2.2297409>

Option Only

14. Two trees forward of United Reformed Church, Alderley Road (Architectural lighting)
[1 Holly Rd N - Google Maps](#)

Specifications

All proposed Lighting Column Motifs, any Cross Street Motifs specified and any other lighting solutions must reflect the scale of the locations they are placed and the dimensions must be clearly indicated.

Power usage must be indicated for lighting solutions at all sites.

All product including that placed in trees must be guaranteed for the duration of the three-year contract, including the cost of remedial installation.

All tree lighting solutions must specify to what height dressing will take place, the nature of the bulbs and the number of bulbs proposed.

Power Supplies

All power supplies are via Cheshire East Council (Highways Authority) supplies (WTC invoiced on usage).

There is no guarantee that existing supplies and wiring from those supplies are stable.

The following may not be complete information and should be investigated prior to submission

Grove Street (location 1) - Power comes from a feeder pillar near to Unico Lounge

Lighting Columns (locations 2 and 3) – Power plugs installed to high level, timers fitted but not all working)

Lighting Columns (locations 4 and 6) – Power plugs installed to high level, no timers fitted.

Lighting Columns (location 5) – Power Plug to high level only installed in one column (these columns not previously used for motifs)

Trees (locations 7,8,9,10,11 and 12) – Power taken from adjacent lighting columns

Trees (location 13) – Power previously taken from Christmas tree on forward flower bed (although an alternative solution may be preferable)

Trees (option location 14) – Not lit previously power option would be adjacent lighting column