

# Annex 1 - Protocol for Reversal of Part Night Lighting (February 2026)

## Stage 1 – Request

- 1.1 Requests shall be made by email to [streetlighting@lincolnshire.gov.uk](mailto:streetlighting@lincolnshire.gov.uk) and copied to the local County Councillor. Requests shall only be considered direct from Parish Councils or, where there is no Parish Council, the equivalent precept-issuing authority.
- 1.2 Requests received from any other source will be returned to the requester, who will be directed to the Parish Council or equivalent precept-issuing authority.
- 1.3 Requests shall only be considered for reversal of part-night lighting for all lights on the complete length of any named street, or a complete route to link with the existing all-night lit network (to be agreed with the Street Lighting team).
- 1.4 Requests shall be accompanied by:
  - A plan (map) showing the location and number of part-night lights to which the request applies (NB this shall be for all lights on the complete length of any named street or complete route to the existing all-night lit network as per 1.3 above)
  - A list of the column numbers on the complete length of the named street(s)

Requests must be received with at least eight weeks' notice to the preferred completion date of works to allow for application assessment, payment by the applicant and delivery of works in accordance with the term maintenance contractor's programme.

- A statement that the requesting authority:
  - has taken into account the views of all residents, businesses etc. affected by the request
  - will respond to all future enquiries in relation to the reversal
  - has funding in place and available for the initial reversal and future annual additional energy costs

## **Stage 2 – Validation and Consideration of Request**

- 2.1 The Street Lighting team will validate that the request is complete with all correct accompaniments, from the appropriate authority, meets the requirements of this Protocol and in particular paragraph 1.4.
- 2.2 Where the request is complete and meets the requirements of paragraph 2.1 above, the Street Lighting team will consider whether the required eight week notice period has been met by the requester.
- 2.3 Where the request is not complete or does not meet any of the requirements of paragraph 2.1 above, or where the notice period has not been met, then the request will be returned to the requester, highlighting where it is deficient, and copied to the local County Councillor. Otherwise the request will proceed to implementation, subject to paragraph 3.3.

## **Stage 3 – Costs and Payment**

- 3.1 The initial one-off cost per light for reversal is £53.70 plus £150.00 admin fee per application. Example: 10 street lights within the application would be  $10 \times £53.70 = £537.00$  plus £150.00 admin fee. Total initial cost = £687.00.

The applicant must also cover the additional energy consumption of reversing street lighting from part night operation to all night operation, as this reversal increases the number of operating hours per annum.

There is a wide range of street lighting equipment installed on the County Council's network, with varying energy consumption ratings and dimming capabilities. Annual additional energy costs shall be calculated based on the exact type of equipment and power consumption within the scope of the application.

The additional annual energy cost shall be calculated on a 12-month basis running from the 1<sup>st</sup> October to 30<sup>th</sup> September as this is the period when the County Council's energy rate is fixed. The additional annual energy cost shall also be subject to an annual admin fee of £100.00. A full breakdown of annual costs will be provided to the applicant.

- 3.2 The requesting authority will be invoiced by the County Council with sufficient time for the payment to be made in advance of the reversal taking place.
- 3.3 Where payment is not received in advance of the reversal taking place, the reversal may be cancelled and the requesting authority additionally invoiced for any abortive costs.
- 3.4 Where annual costs are not met by the applicant within the terms of the invoice, the County Council reserves the right to return the street lighting back to part-night operation as part of routine maintenance.

## **Stage 4 – Implementation**

- 4.1 The Street Lighting team will place an order through its term maintenance contractor to carry out the reversal of part night lighting to the lights included within the scope of the application. The reversal of part night lighting should be complete within one month of receiving full payment.
- 4.2 On completion of the reversal, the requesting authority will be notified by the Street Lighting team.