**HHA Revised Pitch Lighting Approval Procedure**

The process of gaining lighting approval for pitches/venues has changed to self-service.

To gain lighting approval for a venue log on to the admin section of the HHA website. Under the 'Clubs, Teams and Venues section' is a button labelled 'Venue Lighting information'. Click on the button. You will be presented with a list of venues, next to each venue are 2 options.

Record New Lighting Check

Use this button if you have a new certificate. Record the date of the certificate and another button appears, labelled 'Add File'. Scan and upload the certificate to the system. An automated notification is then sent to the HHA Lighting Secretary who will complete the approval.

Make Interim Statement

Use this button if you have a certificate that is less than 3 years old. Enter the date of the check. You will still have to send an email to the HHA Lighting Secretary stating that the lights are clean and have had no appreciable loss of lighting. The secretary will then complete the approvals process.

Mick Renfrey

HHA Lighting Secretary