

APPLICATION FOR A LICENCE TO ERECT SCAFFOLDING/HOARDING ON THE PUBLIC HIGHWAY

Version-1 August 2020

Applications can only be made by the scaffolding / hoarding company.
All conditions must be complied with and are the responsibility of both the scaffolding/hoarding company and the hirer.
As much notice as possible should be given.

1. SCAFFOLDING/HOARDING COMPANY Company Name: _____ Company Address: _____ _____ Post Code: _____ Contact Name: _____ Office Telephone: _____ Mobile: _____ Email: _____ <small>Please attach Public Liability Insurance when you submit this form, if your current policy has not yet been submitted to us. (Minimum of £5m cover).</small>	3. Full address of where scaffolding/hoarding is to be erected <i>(If necessary, please provide a sketch on a separate sheet)</i> Address: _____ _____ Post Code: _____
2. HIRER <i>(Company/Person working on scaffolding)</i> Company Name: _____ Company Address: _____ _____ Post Code: _____ Contact Name: _____ Office Telephone: _____ Mobile: _____ Email: _____ <small>Please attach Hirers public Liability Insurance when you submit this form, if you have not yet submitted their current policy. (Minimum of £5m cover).</small>	4. Date when scaffolding/hoarding to be erected _____ Date when scaffolding/hoarding to be removed _____ 5. DECLARATION I/We hereby apply for a licence to erect *scaffolding/*hoarding on the public highway in Accordance with the conditions given below and overleaf, which I/we have read and accept. (Tick to accept) Read Conditions of Licence Date: _____

Select area to submit form: [See area office map](#)

OFFICE USE ONLY

Scaffolding Co Insurance		Licence approved subject to the following conditions:
Hirer Insurance		
Site Approved		
Inspector Initials		
Admin Initials		
Date Application Received:		
Card Payment Amount:		
HIAMS No		
CIVICA Ref		
LICENCE No		Signed: Date:

Condition for erection of scaffolding/hoarding on highway

- (i) That the scaffolding/hoarding is boarded and screened in such a manner as to prevent the falling of any tool or object onto the highway and that as little inconvenience as possible is caused to the general public. Where appropriate, pedestrian access should be provided through the scaffolding/hoarding to avoid the necessity for pedestrians to walk in the carriageway.
- (ii) That the scaffolding/hoarding is whitewashed or painted white to a height of 1.6m above ground level and adequately lighted if in position between half-an-hour after sunset and half-an-hour before sunrise.
- (iii) Pedestrian barriers should be attached to the scaffolding/hoarding and should be of a reasonable solid construction to guide blind and partially sighted people. They should have a robust tapping rail fixed at a height of approximately 150mm above ground level measured to the underside of the rail and a robust handrail at a height of between 1.00m and 1.2m measured to the top of the rail. In both cases the rail should be at least 150mm deep. The thickness and/or width will depend on the material and construction and will need to be such as to ensure sufficient strength.
- (iv) Road danger lamps must be placed on scaffolding/hoarding and show an amber light. They should be placed at regular intervals along the line of obstruction. Lamps should comply at all times with BS 3143, Part 2: 1990 "Low intensity battery operated lamps" and must comply with Regulation 40. Care should be taken to ensure that the intervals at which bulbs and batteries are changed and the type of replacement used, are in accordance with the manufacturer's recommendations.
- (v) The hirer shall ensure that the lighting and guarding is to the satisfaction of the Highway Authority.
- (vi) If possible, the vertical members of the scaffolding/hoarding should be on base plates and if necessary sole plates (i.e. sleepers on planks). If this is not possible and it is necessary to open the footpath or carriageway, it must be clearly understood that the permanent reinstatement work will be carried out by the Department at your expense.
- (vii) The scaffolding/hoarding must be satisfactorily earthed and the scaffolding/hoarding should be sufficiently bonded to earth. One suitable method is to run a metal (not aluminium) earthing strip 20mm x 2.5mm size underneath and in contact with the base plates carrying the vertical members. This strip should be suitably earthed at intervals not exceeding 20 metres.
- (viii) That any reasonable request by a statutory/ licenced undertaker or Highway Authority to do anything necessary for the purpose of giving access to or protecting their apparatus.
- (ix) The hirer of the scaffolding/hoarding shall continue in force without any amendment during the period of this permission a policy of insurance providing adequate cover against all risks attendant upon the deposit of scaffolding/hoarding on the highway in accordance with this permission, which policy was approved by the highway authority prior to the granting of this permission. The indemnity limit for the approved policy shall be a minimum of £5 million.

A licence to erect scaffolding/hoarding on the highway is issued under Section 169 and 172 of the Highways Act 1980 and anyone failing to observe the conditions of such licence is guilty of an offence and liable to summary conviction.

	North
	West
	South

