



Head of Traffic Management: Ann Cunningham

APPLICATION FOR SCAFFOLDING/ HOARDING LICENCE

LICENCE NO. _____

HIGHWAYS ACT 1980 :

PLEASE COMPLETE (Block Letters)

NAME OF SCAFFOLDING/ HOARDING COMPANY:

ADDRESS: _____

TEL: _____

Callers and completed forms to:

Alicia McGilvery
 Haringey Council
 Traffic Management
 2nd Floor South
 River Park House
 225 High Road
 Wood Green
 London N22 8HQ

FAX : 0208 489 1251
 TEL : 0208 489 0000 EXT. 1712
 10.00am – 12 noon or 1.00-4.00pm only

APPLICANT :		
NAME :		
ADDRESS:		
		POSTAL CODE :
TEL NO :	FAX NO:	CONTACT :
I/We hereby make application for a licence to erect for _____ Weeks From (date)		
To (date)	.To be erected on (date/s)	To be dismantled on (date/s)
A _____ Metre run of Scaffold/ Hoarding (delete as applicable) to project on the public		
highway _____ metres from the line of frontage at the premises situated at:		
Street _____		
Site location e.g. from outside no. 10 to no.20, shop name: _____		
Is this on the footway or the carriageway? _____		
For the purpose of _____		
And I/we undertake to conform to the undermentioned conditions of permission upon which the Licence is granted.		
SIGNED	DATE	
NAME IN BLOCK LETTERS _____		
POSITION HELD _____		
PLEASE TICK : Householder <input type="checkbox"/> Builder <input type="checkbox"/> For limited company <input type="checkbox"/>		

For office use only:

Date issued for first inspection _____ Date returned _____



PROVISIONS AND REGULATIONS

1. The following sums will be charged for each licence:

For any time not exceeding three months or to the end of the requested period.	£273.00
For any extended time after expiry of the period originally granted, or for each additional three month period	£273.00
Deposit handling fee	£61.80

Also a deposit of £61.80 per square metre of the area of public highway enclosed by the scaffolding (DO NOT FORWARD CHEQUES FOR DEPOSITS UNTIL WE HAVE ADVISED YOU OF THE REQUIRED AMOUNT) when the Hoarding and Scaffolding have been removed the Council will make good the public highway, any balances being returned and any additional cost being payable by the licence holder. The licence fee and the deposit handling fee are not refundable and all cheques or cash received for deposit purposes will be banked by Haringey Council.

In the event of the Hoarding or Scaffolding being required after the expiry of the period first granted under the licence, a renewal must be applied for and the licence produced when such application is made.

2. No Hoarding or Scaffolding is to be erected until a licence has been obtained.
3. All Hoardings or Scaffoldings are to be lighted at night, and the applicant will be held responsible for any accident accruing therefrom, and charges due to the Council having to light these structures due to default.
4. All Hoardings or Scaffolding are not to project onto the carriageway without special permission.
5. The lower stage of Scaffolding is to be closed or doubly planked and polythened and to be at least 2.50 metres above the footway, with 'Fan', 'Edge-boards', and other additional precautions, as may be necessary to ensure the safety of, and prevent inconvenience to the public.
6. No Hoarding erected should have a door opening outwards, nor should materials be deposited beneath any Scaffolding.
7. In cases where practicable or needed, a temporary boarded footway or platform with handrail and kerb will be constructed outside the Hoarding, of such width as may be suitable for the pedestrian and vehicular traffic.
8. All Hoarding and Scaffolding must be removed, and the public highway made safe at the expiration of the above mentioned or extended time, or when required by the Council.
9. **NO PLACARDS OR ADVERTISEMENTS ARE TO BE AFFIXED TO THE HOARDING.**
(Except apologies board or name board of builder or contractor).
10. The position of all Hoardings and Scaffoldings shall be subject to the approval of the Council's Engineer.
11. All Hoarding must be painted a single colour. Any graffiti must be removed as soon as possible

NB. A separate licence is required to deposit a skip or materials on the Public highway which is obtainable from

The Haringey Payment Service
247 High Road
Wood Green
N22 8HF

Tel. No. 0208 489 3627

CONVERSION TABLE									
2ft.6in	762.0mm	6ft.0in	1.83m	12ft.0in	3.66m	28ft.0in	8.53mm	60ft.0in	18.29m
3ft.0in	914.4mm	6ft.6in	1.98m	14ft.0in	4.27m	30ft.0in	9.14m	70ft.0in	21.34m
3ft.6in	1.07m	7ft.6in	2.29m	15ft.0in	4.57m	35ft.0in	10.67m	75ft.0m	22.86m
4ft.0in	1.22m	8ft.0in	2.44m	16ft.0in	4.88m	40ft.0in	12.19m	80ft.0in	24.38m
5ft.0in	1.52m	9ft.0in	2.74m	20ft.0in	6.10m	45ft.0in	13.72m	90ft.0in	27.43m



SCAFFOLD & HOARDING GUIDELINES

1. No hoarding or scaffolding is to be erected until a licence has been obtained.
2. The site must be lit during the hours of darkness with bulkhead lights at a maximum of 3 metres spacing. White lights at the back of the footway and red lights facing the carriageway.
3. No cross braces to be left in the structure below 2.50 metres.
 - a) Any scaffolding structure over a footway which is in continuous use by pedestrians, shall have a minimum headroom of 2.5 metres.
 - b) A minimum width of unobstructed footway of 1.5 metres shall be maintained in busy pedestrian areas. A minimum of 1.2 metres in less populated areas may be acceptable. This width is required to enable wheelchair users or those with guide dogs to pass safely through the scaffolding.
4. Upright poles are to be painted white to a minimum height of 2.5 metres.
5. Scaffolding to be double boarded and polythene-protected at the lowest lift.
6. No building materials/rubble are to be left underneath the scaffolding.
7. A sign indicating the name of the builder, contractor or scaffolding company must be permanently affixed to the scaffolding or hoarding.
8. Please note that although the above guidelines are basic requirements, some scaffolding and hoarding will have special conditions which will need to be discussed on site with a Council representative.
9. A separate licence is required for storing a skip or materials on the highway.
10. It is imperative that the applicant ensures that the scaffolding/hoarding is erected in accordance with the instructions of the Council's representative. If it is decided that these instructions have not been correctly carried out the Council has powers to order the immediate removal of the scaffolding/hoarding. Any extra visits made by Council officials due to irregularities with any of the above, will be charged for and deducted from the deposit.

The erection of scaffolding and hoarding is governed by the Highways Act (Section 169).

A person who fails to comply with the terms of a licence is guilty of an offence and is liable to be fined. The current maximum fine for an offence is £400 plus costs.

10a. Please note that we require proof of Public liability insurance of £5,000,000 as indemnity against any claims arising in respect of damage or injures caused by the structure.
11. Doors shall not open onto the highway.
12. The faces of any hoarding abutting the footway and the highway shall be free of any projections or surfaces likely to cause injury or damage to the public using the footway or highway.
13. Tapping boards and handrails shall be provided for the full length of the scaffolding except for access points, in order that blind and partially sighted people can find a safe route through the area.
14. Any projections or protruding parts of the scaffolding shall be covered or padded to prevent possible injury to the public.

Visits made to site to ensure compliance with the above following complaints from the public or others will be charged at a minimum of £30.90 per visit.



TRAFFIC MANAGEMENT GROUP

OVERHEAD ELECTRIC LINES – SAFETY REMINDER TO SCAFFOLDERS

Issued during November 1999 due to fatal accident in the South East.

Dr Paul Davies, former Head of the Health and Safety Executive's (HSE's) Construction National Interest Group has issued a safety reminder to all contractors working near British Rail (BR) electrified lines, following a fatal accident in the South East.

There are many miles of BR electrified line which run close to domestic and industrial premises, especially in urban areas. A scaffolder was working in the garden at the rear of a house which was backed onto a railway line. He pushed the end of a 21ft (6.5m) scaffold tube beyond the boundary wall where it came into contact with a 25,000 volt railway overhead power line. He subsequently died from extensive burn injuries.

The following basic safety precautions should be taken by anyone working close to these lines:

- Never allow materials or objects to project towards the line beyond the boundary wall or fence, as the current may be a considerable distance. There is also the danger of articles being by passing trains.
- Where there is any risk of plant or materials accidentally projecting beyond the track boundary wall or fence, BR must be consulted prior to contractors starting any work. BR will agree a safe system of work, which may involve the provision and use of warning signs, temporary barriers or screens, or the isolation of the BR equipment. This will then be followed by the issue of a permit to work.
- All work must be carried out under the direct supervision of a responsible person who is familiar both with the hazards and the agreed safe system of work.

Dr Davies warned:

“Failure to observe these basic steps will not only put contractors at risk, but also drivers and passenger of passing trains. Contractors should check that they have procedures in place to ensure that these simple but vital steps are followed. The provision of adequate supervision, instruction and information to men involved in this work is particularly important”.

Further practical advice is given in GSEE Ohl_Safety1 'Avoidance of Danger from Overhead Electric Power Lines' – ISBN 0717613488 available from HSO books.

HSE info line, Tel. 0845 345 0055