

APPLICATION FOR SCAFFOLDING/ HOARDING LICENCE

LICENCE NO. \_\_\_\_\_

HIGHWAYS ACT 1980

PLEASE COMPLETE (Block Letters)

NAME OF SCAFFOLDING/ HOARDING COMPANY:

Callers and completed forms to:

Email: [highwaylicences@haringey.gov.uk](mailto:highwaylicences@haringey.gov.uk)

ADDRESS: \_\_\_\_\_

Sharon Smith  
Haringey Council  
Traffic Management

4<sup>th</sup> Floor  
Alex House  
10 Station Road  
Wood Green  
London N22 7TR

TEL: \_\_\_\_\_

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 ☐ Builder ☐ For limited company ☐

For office use only:

Date issued for first inspection \_\_\_\_\_

Date returned \_\_\_\_\_

## PROVISIONS AND REGULATIONS

1. The cost of a scaffold/hoarding licence is :

- Scaffold/Hoarding up to 3 months/1 Quarter	£542.90
Any extended time after expiry of the period originally granted, or for each additional three month period :	£542.90
- Scaffolding/Hoarding Inspection Fee:	£100.80
<u>Emergency Inspection Fee:</u> (must show evidence of why this is required ):	£116.60
Deposit handling fee:	£100.80
- A deposit of £100.80 per square metre (L x W x £100.80m <sup>2</sup> ) of the area of Public Highway enclosed by the Scaffolding/Hoarding.	£100.80

When the Hoarding and/or 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 will be deducted and/or requested. The inspection, licence fee and the deposit handling fee are NOT REFUNDABLE.

In the event of the Hoarding or Scaffolding being required for renewal/extension 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.

Email [highwaylicences@haringey.gov.uk](mailto:highwaylicences@haringey.gov.uk) for BACs Advice Information for Payment of Inspection and Balance Costings

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 there from, 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

#### CONVERSION TABLE

2ft.6in	762.0mm	6ft.0in	1.83m	12ft.0in	3.66m	28ft.0in	8.53m	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.0in	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 the power to order an 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. Also, if the licence is not renewed after the 2<sup>nd</sup> expiry reminder is sent the renewal fee will be automatically deducted from the deposit. Otherwise, if there is no need to deduct any charges or renewal fees from the deposit, the full deposit will be refunded minus the deposit handling fee of £100.80 and any cost derived from damages to the carriageway or footway. The erection of scaffolding and hoarding is governed by Highways Act (Section 169).

Anyone 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 injuries 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 £50.40 per visit.

### Data Protection

Please see the information on the Data Protection section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.

Organisation collecting your information	Haringey Council's Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the <a href="#">Data Protection</a> section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.
Why we need your personal information	Process your application for Highways Licences; scaffold, hoarding, container and crane licences
Data Protection Act 2018 basis for processing	Processing is necessary for compliance with a legal obligation
Details of statutory or contractual obligation	Highways Act 1980, Traffic Management Act 2004
Consequences of not providing the information	Haringey council would be unable to process your application.
Who we might share your information with	Haringey council staff
Will your information be transferred overseas?	No, the information is held locally by Haringey Council
How long we will keep your information.	6 years from date licence expires
Details of automated decision making, if applicable	N/A

Please see the information on the [Data Protection](#) section of our website for details of our

processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.

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 hit 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 passengers 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