

Directorate of Regeneration, Communities & Customer Services  
Street Scene Services, Highway Enforcement Dept,  
Foots Cray Depot, Maidstone Road, Sidcup, Kent DA14 5HS  
Telephone: 020 3045 4612

**Scaffold/Hoarding Licence and Highway Protection Licence Application.**  
(Highways Act 1980 – Sections 169-172, 173)

Applicant's Details (Block letters please)  Name of Company .....  Email Address.....  Name.....  Address ..... .....  Postcode .....  Contact Telephone No.....	Address where Scaffold/Hoarding to be erected  .....  Date Required From ..... To .....  Name and Address of Scaffold/Hoarding Company  ..... ..... .....
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<b>Details of Existing Damage</b>	Photos Y/ N	No Taken .....
Signed Council Officer .....	Print Name .....	
Signed Applicant .....	Print Name .....	

<b>Measurements for Deposit</b>			
Footway	Length .....	Breadth .....	Total sq.m ..... £130 per sq.m = £ .....
Carriageway	Length .....	Breadth .....	Total sq.m ..... £300 per sq.m = £.....
Kerb	No. Linea Metres .....		£70 per lm = £.....
<b>TOTAL DEPOSIT</b>			<b>£.....</b>

Scaffold/Hoarding/Highway Protection Licence Fee	£604.00
This is an initial payment. Should the Scaffold/Hoarding continue after 3 month there will be a charge £104 to extend the licence for a further 3 months.	
Deposit Amount	£ .....
<b>TOTAL AMOUNT PAYABLE</b>	<b>£.....</b>

Signed Highway Enforcement Officer ..... Date .....

**APPLICANT – PLEASE READ INFORMATION OVERLEAF AND TAKE THIS FORM TO THE SITE MEETING FOR OFFICIAL USE ONLY – LICENCE DETAILS**

DATE ISSUED.....	SCAFFOLD/HOARDING LICENCE NO.
ISSUED BY.....	HIGHWAY PROTECTION LICENCE NO.

## Scaffolds and Hoardings on the Highway

If you wish to erect scaffolding and/or hoarding on any part of the highway, both a Scaffold/Hoarding Licence and a Highway Protection Licence are required from this Authority. No licence is normally necessary if scaffold/hoardings are placed on private land but notification must be given if vehicular access will be across a public footway, without a vehicle crossover.

A Scaffold/Hoarding Licence can be valid for any period between 1 day and 3 months. For longer periods, additional applications should be made.

A Highway Protection Licence is required to cover the Council against any possible damage to the highway within the confines of the scaffold/hoarding. The measurements of the area are determined at a joint site meeting and a deposit is required which is refundable upon removal of the scaffold/hoarding, providing no damage has occurred. The cost of any reinstatement of the highway which is necessary as a result of the carrying out of the works or the erection of the scaffold/hoarding, fences, temporary footways or other protective works will be taken from the Highway Protection Licence deposit.

Minimum headroom of 2.1 metres must be maintained at all times for the passage of pedestrians. Overhead protection must be provided to prevent against falling objects. Supports must **not** be placed on any manhole or access cover. No part of a scaffold is to be placed within 450 millimetres of the kerb line.

Temporary pedestrian ways should never be less than 1 metre in width. If the temporary footway is in the carriageway, the approaches should be guarded and signed. Rigid pedestrian barriers that are with hand and tapping rails should be used to mark the temporary footway, with kerb ramps where necessary.

All vertical members of the scaffold/hoarding should be painted in white bands up to at least eye level. At night, in poor daytime visibility and bad weather, **lamps** are required at 3 metre centres along the frontage and at ends of the structures.

If this authority's contractors are called out to lamp the scaffold/hoarding or to make it safe, there will be a charge.

As the persons carrying out the works referred to will be liable for all injury or damage arising there from or from the presence of the scaffold/hoarding, fences, temporary footways or other protective works whether on the highway or not, you are required to have adequate insurance cover in respect of any claims.

The attention of all persons erecting scaffold/hoarding is drawn to their responsibility if they cause damage or obstruct of Statutory Utilities plant and equipment, whether below or above ground.

**You attention is drawn to the provisions of the Construction (Design and Management) Regulations 1994 and the Construction (Healthy Safety & Welfare) Regulation 1996 which apply to construction work including the erect of scaffold/hoarding. Further information on these regulation can be obtained from HSE Books telephone 0178 881165 and the Health & Safety Executive, London South Area, 1 Long Lane, London SE1 4PG telephone 0207 556 2100.**

**The Construction Certificate issued by the erector must be displayed on site in a prominent position together with the relevant liability insurance certificate on completion of the erection of the scaffold or hoarding prior to commencement of the works. A copy of Public Liability Insurance is required to be produced prior to any licence being granted.**

**FOR FURTHER INFORMATION REGARDING LICENSING REQUIREMENTS PLEASE  
TELEPHONE 020 3045 4612**