**Highways Act 1980 – Section(s) 169, 172 and 173**

**Application for a licence to erect temporary scaffolding or hoarding on or over the highway**

**Important***:* Please complete this form in full using block capitals – failure to complete all sections may

result in unnecessary delays or refusal

\*This form ***MUST*** be completed by the Scaffolding contractor.

Information regarding the latest roadworks and closures in Shropshire can be found at:

<https://shropshire.gov.uk/roads-and-highways/roadworks-and-road-closures/>

Name of Scaffolding contractor:

Email address:

Address:

Post code:

Telephone numbers:

Office hours: Out of hours/emergency:

Precise location of scaffold site:

(including house name/number)

Type of premises:

(e.g. house, shop)

Nature of works to be carried out:

Length of premises frontage:

(metres)

Length of scaffolding or hoarding to frontage:

(metres)

Is any part of the scaffolding or hoarding on: Footway: Verge: Carriageway:

(delete as appropriate)

What are the remaining widths: Footway: Verge: Carriageway:

(metres)

Dates for which permission is required:

(both dates are inclusive)

 From: To:

**Please note that at least 10 working days’ notice is required**

Public liability insurance details:

Name of insurer:

Policy number: Expiry date

Cover (£5m minimum)

**Copy of Public Liability Insurance to be provided with application**

**A fee of £150 per month is required and must accompany this application.**

**Scaffold licence extensions will be charged at £110 per month when applied for within valid licence period.**

**Retrospective granted scaffold licences will be charged at £300.**

**Important note:** Your attention is drawn to the **General conditions**, attached to this form which will apply if permission is granted. **Special conditions** may be required in certain circumstances –please read your permit/licence fully for more information.

The applicant is responsible to ensure they are in receipt of a **granted licence** before scaffold placement on the highway. Licence to be displayed on scaffold once erected.

Print Name: Date:

Signed: Position within company:

Please indicate how you wish to pay:

**Cheque Y/N**

(enclosed with completed application)

**Credit card Y/N**

(you will be contacted by Shropshire

Council upon receipt of your application

for your credit card details)

**Please note: Scaffold licences will NOT be granted without full payment**

Please return completed form to the postal or email address listed below:

**Street Works**

**Highway & Transport Team**

**Shropshire Council**

**107 Longden Road**

**Shrewsbury**

**Shropshire**

**SY3 9EL**

**streetworks@shropshire.gov.uk**

**For enquires please call: 0345 678 9006**

**For details about how Shropshire Council stores your information please see our privacy notice:**

[**https://www.shropshire.gov.uk/media/12706/how-do-we-use-your-data.pdf**](https://www.shropshire.gov.uk/media/12706/how-do-we-use-your-data.pdf)

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| Please read this carefully:**General conditions for the erection of a scaffolding or hoarding on or over a public highway**Highways Act 1980, Sections 169, 172 and 173Disabled Persons Act 1981, Chapter 43Traffic Signs Manual 2009, Chapter 8Health and Safety at Work Act 1974The Construction (Health, Safety & Welfare) Regulations 19961. The scaffolding/hoarding must be erected and maintained to the satisfaction of the Street Works Team and in strict conformity with the following conditions and any special conditions that may accompany any licence issued.
2. The erection of a scaffolding or hoarding and any other work carried out on a public highway must comply with the Traffic Signs Manual, Chapter 8 – 2009 (Parts 1 & 2) where applicable.
3. Where the scaffolding/hoarding is on a footway, adequate measures shall be taken to ensure the safe passage of pedestrians, particularly the visually impaired and disabled (Chapter 43 of the Disabled Persons Act 1981 refers), by either of the following methods:
4. Maintaining a free passageway under the scaffolding not less than 1.0 metre wide with a minimum headroom of 2.1 metres. The first lift of the scaffolding must have the gap between building and scaffolding closed and must be double boarded with canvas or polythene between boards wherever pedestrians are able to pass beneath.
5. Maintaining a free passageway around the scaffolding/hoarding of 1.5 metres wherever possible, but never less than 1.0 metre. A minimum carriageway width of 5.5 metres for two way traffic and 3.0 metres for one way should be maintained. If this is not possible the Street Works Manager must be consulted. Barriers and a safety zone must be provided in accordance with the Traffic Signs Manual, Chapter 8 – 2009 (Parts 1 & 2).
6. All scaffolding and hoardings must be erected and used in conformity with the Health and Safety at Work Act 1974 and The Construction (Health, Safety & Welfare) Regulations 1996.
7. The scaffolding (and hoarding if required by the Street Works Team) including any barriers, shall be adequately lit at all times between half an hour after sunset and half an hour before sunrise, in accordance with the Traffic Signs Manual, Chapter 8 – 2009 (Parts 1 & 2).
8. Adequate protection must be provided to all projections and sharp edges to a height of 2.1m.
9. No door from any hoarding shall be allowed to open outwards onto the highway.
10. No material shall be allowed to fall onto the highway and any material taken down or to be used shall be placed so as not obstruct vehicular or pedestrian movement, or cause damage to the highway. A separate licence is required for placing a builder’s skip on a public highway.
11. No manhole covers, or their like, are to be obstructed in any way, and access to statutory undertakers’ apparatus must be maintained at all times.
12. The Licence must be displayed and protected from the weather in a prominent position on the site of the works and will show names and telephone numbers of the applicant’s representatives who must be contactable in an emergency on the aforesaid numbers on any day and at any time.
13. ILP guidelines must be followed. Any Electrical Assets/Lighting that may be impacted by the proposed application will need to be assessed and approved by the Council for the steps that will need to be taken to assure safe working practice and continued full compliance of the Councils obligations. This will be agreed and signed off at the time of the application by all parties concerned with all costs associated with the required amendments/changes covered by the applicant. Any damage caused as part of the application will be rectified by the applicant at no cost/detriment to the Authorizing Authority. Any non-compliance of this requirement could lead to the rejection of the application and/or legal proceedings to retrieve any costs attributed to the Authority.

The licence is issued on the understanding that the applicant has adequate Third-Party Insurance cover.  |
|  **Notes to accompany the application for a licence****to erect a scaffolding or hoarding**1. Any person desiring to erect scaffolding or hoarding on or over a public highway must apply for a licence from the relevant Authority in accordance with the *Highways Act 1980, Section 169* for scaffolding, and *Sections 172 and 173* for hoardings.
2. A public highway includes public roads, footways, footpaths and other public rights of way.
3. Applications must be made at least 10 working days, excluding Saturdays, before the proposed date of erection, except for emergency work which has to be carried out sooner, in which case the Street Works Team must be contacted as soon as possible and before any erection takes place.
4. Applications must be made to the Street Works Team for the area in which the scaffolding or hoarding is to be erected.
5. The Street Works Team may either refuse to issue a licence if they do not consider that all the conditions for the issue of a licence can be met or if they consider that there is a reasonable alternative to the proposals with less disruption to the public.
6. An appeal against a refusal of an application, or against any conditions imposed on the issue of a licence, can be made to a magistrate’s court no later than 21 days from the date on which notice of the Street Works Team decision is served on the applicant.
7. It is an offence under the Highways Act 1980 (*Sections 169, 172 and 173*) to erect a scaffolding or hoarding on or over a public highway without a licence, or to fail to comply with any conditions of the licence. Failure to comply may lead to prosecution and on conviction a fine of up to £5000 plus any legal costs.
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