

Environmental Services
Divisional Director – John Edwards

Community & Environment Services
Application to erect scaffolding on the highway
Section 169 of the Highways Act 1980

Please contact this office for a site visit before completing this application form.

The Council charge is **£100.00** for three months for an area up to 10 metres. A deposit of **£100** is also required which is refunded if there are no outstanding damages, or clearance required by the Council. Refunds are made by cheque. The applicant will be sent a bill for any costs in excess of the deposit. The licence conditions must be followed.

Please read the attached notes and conditions

Name of applicant	
Home or Business Address	
Telephone	
Name of Public Liability Insurance Company	
Policy Number	(Please attach a copy of the insurance certificate)
Site address	
Site telephone	
Description, location and dimensions (in metres) of scaffolding	
Please tick any additional apparatus to be used	<input type="checkbox"/> Rubbish chute <input type="checkbox"/> Scaffolding fan <input type="checkbox"/> Pedestrian walkway
Full width of footway	
Full width of carriageway	
Start date	
End date	
Value of cheque enclosed (payable to Harrow Council) 10ms:£100 deposit + £100.00 fee = £200.00 For every other 10ms there is an additional charge of £100.00 Renewal for 3 months for every 10 metres = £100.00	

Declaration

I, the signatory below, agree to comply with the licence conditions and the provisions of Section 169, 172 & 173 of the Highways Act 1980. I also accept responsibility for the structure on the highway, and will indemnify the Council against any damage, accident or claim.

Signed **Status.....** **Date**

address Harrow Council, Civic Centre PO Box 18, Station Road, Harrow, HA1 2UT
tel 020 8901 2600 email eh@harrow.gov.uk web www.harrow.gov.uk fax 0845 280 1845

Scaffolding on the Highway

Standard Conditions

The applicant must ensure the following:

- a. The safety of the general public is the first consideration at all times.
- b. That care and attention is paid to public safety when erecting and dismantling the structure when placed on the footway, and public are excluded from the work area, whilst ensuring free passage is maintained.
- c. A copy of a new safety inspection report is send to the council every fortnight. (The deposit will be forfeited if this is not done).
- d. Public liability insurance is obtained that includes the public highway.
- e. The structure is adequately lit during the hours of darkness.
- f. The structure is sited as directed on the Licence.
- g. A minimum headroom clearance of 2.44m must be maintained under the scaffolding for pedestrian access. Obstructive diagonal cross bracing or putlogs must not be fixed below this height.
- h. Standards are painted white up to a minimum height of 2.44m.
- i. Continuous timber sole plates must not obstruct passage along the highway.
- j. Any coupling below 2.44m must be fixed so that any projecting clamp is situated on the opposite side to the pedestrian access. Horizontal scaffold poles below 2.44m, eg handrails, must be fitted with plastic end caps or otherwise made safe.
- k. The platforms at the first lift must be double-breasted with polythene sheeting between each layer of boards.
- l. Lights are to be placed no more than 3m apart at a height of 2.44m from the surface of the highway.
- m. The structure is removed on or before the expiry date of the Licence, unless an extension has been granted by the council.
- n. The highway in the vicinity of the structure is kept clean and clear of any obstruction at all times.
- o. The full cost of any necessary clearance and repairs to the highway, street furniture or statutory undertakers equipment resulting from your activities is paid.
- p. Harrow Council is indemnified against any third party claim arising from your presence on the highway.

Please note any additional special conditions attached to the licence

Notes For Applicants

- Inspections are carried out periodically both in and out of normal working hours. Persons found not to be complying with the conditions of any Licence will be reported for possible legal action.
- The Licence is valid for the period stated. A maximum of 3 months at a time may be granted. Application for renewal must be received at least 7 working days before the expiry of the existing Licence.

When completed, please return the form to Harrow Council, Community Safety, PO Box 18 Civic Centre, Harrow, Middlesex HA1 2UT. If you have any problems or questions, please contact Bill McKay on telephone 020-8736 6293 or fax 0845 280 1845.