



Licence Application  
2024/25

Place Directorate  
Environmental Services Director  
Cathy Knubley

**Hoarding Licence**

**Hoarding Licence Application to place hoarding on the Highway**  
**Highways Act 1980 The Highway Section 169**

The Council will only accept applications relating to hoarding from the hoarding company.  
A deposit is also required which is refunded if there are no outstanding damages or clearance required by the Council. Refunds are usually made by BACS. The applicant will be invoiced for any costs in excess of the deposit.  
Please read and ensure you understand the attached notes and conditions.

Section 1 Licence Type & Date			
<b>New application</b>	<input type="checkbox"/>	<b>Amend existing Licence</b>	<input type="checkbox"/>
		<b>Renewal of Licence</b>	<input type="checkbox"/>
<b>Start date:</b>		<b>End date:</b>	

Section 2 Applicant details	
<b>Full Name:</b>	
<b>Name of company (if required):</b>	
<b>Type of business:</b>	
<b>Company Address:</b>	<b>Postcode:</b>
<b>Telephone number:</b>	
<b>Mobile number:</b>	
<b>Email address:</b>	
<b>Alternative Contact Name:</b>	
<b>Alternative Telephone number:</b>	
<b>Alternative Email address:</b>	

Section 3 Location of Licence (A detailed sketch plan must also be submitted showing dimensions in metres)	
<b>Property name / number:</b>	
<b>Street Name:</b>	
<b>Town:</b>	
<b>Postcode:</b>	
<b>Length (metres):</b>	
<b>Width (metres):</b>	



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<b>Pedestrian walkway width available:</b>	
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<b>Section 4</b>	
Insurance details – Public liability insurance of a minimum of £5million per claim must be provided up to completion of the guarantee period for the permanent reinstatement (Evidence must be submitted with this form)	
<b>Insurance company name:</b>	
<b>Address:</b>	<b>Postcode:</b>
<b>Telephone number:</b>	
<b>Policy number:</b>	
<b>Expiry date:</b>	

<b>Section 5</b> Licence Fees	
<b>Licence fee (up to 15 metres):</b>	
Deposit:	£695.20
(First calendar month):	£254.60
(Extension per calendar month):	£201.50
<b>Licence fee (more than 15 metres):</b>	
Deposit:	£1,390.40
(First calendar month):	£315.20
(Extension per calendar month):	£254.60
<b>Street Works Licence (Section 50):</b>	£1,322.40 + £122.40 statutory undertaker plans

<b>Section 6</b> Conditions
<p>The applicant must ensure the following:</p> <ol style="list-style-type: none"> <li>1. The safety of the general public must be your primary consideration at all times.</li> <li>2. Payment should be included with the application or contact details provided with application where debit/credit card payments need to be taken. Applications will not be processed or accepted unless payment has been taken.</li> <li>3. That care and attention is paid to public safety when erecting and dismantling the structure when placed on the highway and public are excluded from the work area, whilst ensuring free passage is maintained.</li> <li>4. Ensure that the scaffolding/hoarding is secure, of adequate strength for its required purpose and is kept well maintained and the name and address of the contractor responsible must be clearly displayed.</li> <li>5. Ensure that the base plates are fitted at any point where the scaffold/hoarding comes into contact with the highway.</li> <li>6. Ensure that competent persons erect the scaffolding/hoarding and that the name and address of the contractor responsible is clearly maintained.</li> <li>7. Ensure that competent persons erect the hoarding, which must be set back 600mm from the edge of the carriageway. The hoarding must be at least 2.44m high and consist of smooth, close-boarded timber. No other material is to be used. This must be protected by a temporary pedestrian walkway of at least 1.5m (5 feet) width available for pedestrian use and provide a protected footway with handrails with non-slip ramps at the kerb. This footway must be adequately lit during the hours of darkness.</li> <li>8. Ensure compliance with the Construction (Health and Welfare) Regulations 1996. The safety inspection report must be completed every fortnight and made available to the council on request. Any major issues or changes must be reported to the council.</li> <li>9. Ensure that a footway of at least 1.5m (5 feet), width is available for pedestrians, either underneath or alongside the scaffolding and provide a protected footway with handrails if so, required by the Council.</li> </ol>



10. Public liability insurance to a value of £5m is obtained that includes the public highway.
11. The structure is adequately lit during the hours of darkness.
12. The structure is sited as directed on the licence.
13. A minimum headroom clearance of 2.44m (8 feet) must be maintained under the scaffolding for pedestrian access. Obstructive diagonal cross bracing or putlogs must not be fixed below this height. Ensure that protective caps are fitted to the ends of any tubes to a height of 2.44m (8 feet).
14. Standards are painted white, or have red and white covers, or have protective foam padding up to the first lift at minimum height of 2.44m (8 feet).
15. Continuous timber sole plates must not obstruct passage along the highway.
16. 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, e.g. handrails, must be fitted with plastic end caps or otherwise made safe.
17. Close any gap between the scaffolding and the building at the first level.
18. Fit kick boards to the perimeter of the first and any subsequent levels.
19. Ensure the first lift on the scaffolding is double boarded with canvas or polythene placed between the boards of any point where it is possible for pedestrians to walk underneath.
21. Lights are to be placed no more than 3m apart at a height of 2.44m from the surface of the highway, ensuring the scaffolding and protected footway are adequately lit during the hours of daylight.
22. The structure is removed on or before the expiry date of the licence, unless the Council has granted an extension. If payment is not received it will be deducted from the deposit.
23. The highway in the vicinity of the structure is kept clean and clear of any unauthorised obstructions to pedestrians and traffic at all times.
24. The full cost of any necessary clearance and repairs to the highway, street furniture or statutory undertakers' equipment resulting from your activities will be deducted from the deposit and any outstanding fees will be paid on demand.
25. Harrow Council is indemnified against any third-party claim arising from your presence on the highway.
26. Date stamped photographs are to be taken of the highway where the hoarding/scaffolding is located before and after the hoarding/scaffolding is erected on the highway. This is to ensure that no damage is caused to the highway by the placement of the hoarding/scaffolding. The photographs should be sent to the Council within 3 months after the hoarding/scaffolding has been removed from the highway
27. Refunds will only be made upon the council receiving a written request and a copy of the photographs taken in condition failure to do this will result in refunds being withheld.
28. A copy of the licence is to be displayed on the hoarding/scaffolding.
29. You must not use the scaffolding for advertising purposes without the written consent of the council.
30. You must not alter the dimensions or position of the hoarding/scaffolding after the erection without the consent of the council.
31. Advertising material must not be placed on the hoarding without the consent of the council. Any fly posting must be removed promptly.
32. Where necessary, you are required to put up "footway closed, please use opposite" signs at either end of the hoarding.
33. Access points in the hoarding must not open outwards over the public highway.
34. White bulkhead lights must be fixed at the top of the boarding at intervals of 3m.
35. Hoardings must be painted in a uniform colour, and any graffiti painted over promptly.
36. Consent from the relevant Authority must be obtained to enclose fire hydrant, gully, statutory undertakers and local authorities access cover, services or apparatus within the hoarding.
37. A street works licence will be required when breaking the surface of the highway to install posts for the hoarding <http://www.harrow.gov.uk/roadworks>

Please note any additional special conditions attached to the licence, subject to a site meeting.

Notes For Applicants:

1. 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.
2. The licence is valid for the period stated. Applications for renewal must be received at least 7 working days before the expiry of the existing licence. If payment is not received it will be deducted from the deposit.

Section 7 Declaration

Print Name:

Empty box for printing name



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Environmental Services Director  
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<p>I confirm that the foregoing details are correct, and I will notify the council immediately of any changes to these details.</p> <p>I confirm I have read the application in full and I, the signatory below agree to comply with the licence conditions and the provisions of Section 169, 172 &amp; 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.</p>			
<b>Signed:</b>		<b>Date:</b>	

Please return your completed application to:  
Parking & Network Management  
Place Directorate, Environmental Services  
Harrow Council, Harrow Hub, Forward Drive, Harrow, HA3 8FL  
Email: [nrswa@harrow.gov.uk](mailto:nrswa@harrow.gov.uk) Telephone: 020 8736 6072