

Application For Permission To Erect Scaffolding/Hoarding on the Highway

NCC Reference Number:

1. APPLICANT DETAILS			
Company Name:			
Address:			
Postcode:			
Contact Name:			
Telephone No.		Telephone No. (after office hours)	
2. LOCATION DETAILS			
Road Number:			
Outside House No.			
Road/Street Name:			
Town or Village:			
Grid Reference (OSGR)			
Carriageway, footway or verge			
3. CONSTRUCTION DETAILS			
Type of Structure (e.g. scaffold/hoarding)			
Dimensions of structure:	Length (m):	Width (m):	Height (m):
Additional Information:			
4. LOCATION PLAN			y/n
5. PERIOD OF LICENCE			
From: (start date and time on site)			
To: (removal date and time from site)			
6. DECLARATION			
I hereby undertake to carryout the works in accordance with the requirements of Highways Act 1980 Section 169 and the conditions overleaf. Scaffold/hoarding shall not be erected on the Highway unless authorised by a licence by Northumberland County Council.			
Signed:			
(Print Name)			
For: (company name)			
Date:			
7. APPROVAL			
Special Conditions			
Signed:			
Authorised (Print Name)			
Date:			
OFFICIAL USE ONLY:			
Fee received	Date:	Initial:	
Receipt sent	Date:	Initial:	
Insurance certificate	Date:	Initial:	
Site inspection made y/n	Date:	Initial:	

Please return completed application form to:
Northumberland County Council, Community and Environmental Services, Highways Division,
County Hall, Morpeth NE61 2EF.

A charge of £100 is made in accordance with Statutory Instrument 1998 No. 948 Local Authorities (Transport Charges) Regulations 1998. Payment can be made by cheque payable to: Northumberland County Council and returned with this application form, or directly by debit/credit card.

Application For Permission To Erect Scaffolding/Hoarding on the Highway

Conditions:

1. The applicant must hold the appropriate level of insurance i.e. an insurance policy to cover any liability up to £5,000,000 for any such claim.
2. The applicant must undertake to indemnify Northumberland County Council against any claims arising out of or by reason of anything done or omitted to be done in respect of placing/maintaining of the scaffold/hoarding pursuant to this application
3. The applicant must provide a copy of their current insurance certificate when making an application.
4. The applicant must inform all other interested parties by letter prior to erection.
5. The owners name, address and telephone must be affixed to the structure.
6. Access must be maintained to all highway users, in particular pedestrians and disabled persons.
7. Footways shall not be closed without prior written approval.
8. Signing and Guarding as required by the NRSWA 1991 Code of Practice for Signing and Guarding
9. Access must be maintained at all times to the Council and Statutory Undertakes for the maintenance of their apparatus
10. The structure shall comply with all relevant Health and Safety Regulations
11. Works on site shall not commence until the licence has been issued
12. Erection and dismantling shall be in accordance with the current Guide to the Safe Erection and Dismantling of Scaffolding issued by the Health and Safety Executive
13. A charge of £100 is payable for each application. Scaffolding erected without obtaining a licence the charge is £150.00. Payment can be made by cheque payable to: Northumberland County Council and returned with this application form, or directly by debit/credit card.