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| --- | --- |
|    | **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 DETALS**  |
| Type of Structure (e.g. scaffold/hoarding)  |   |
| Dimensions of structure:  | Length (m):  | Width (m):  | Height (m):  |
| Reason for the scaffold/hoarding:   |
|   |
| **4. LOCATION PLAN**  |  Yes/No |
| **5. PERIOD OF LICENCE**  |
| From: (start date and time on site)  |   |
| To: (removal date and time from site)  |   |
| **6.  DECLARATION**  |
| I hereby undertake to carry out 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, Streetworks, Technical Services, County Hall, Morpeth NE61 2EF.** The current charge can be found on Northumberland County Council’s website. Payment can be made by cheque (payable to: Northumberland County Council and returned with this application form) or directly by debit/credit card.

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. Each application covers a period of 28 days; any scaffolding erected without obtaining a licence will be dealt with as an unlicenced application and will be charged accordingly. A further licence will be required at the end of each 28 day period should the scaffolding need to remain in situ. Payment can be made by phoning Northumberland County Council on 0345 600 6400.